

# **HEALTH AND SAFETY POLICY**

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Date revised: June 2016

By: Mrs E M Dowding/ Mr J Anderson

Date endorsed by the Governing Body:

Review Date:



## Health & Safety Policy Statement

The Head Teacher, supported by the governing body at Harmondsworth Primary School acknowledges and accepts its health & safety responsibilities under the Health & Safety at Work etc Act 1974 and associated legislation. In particular, we are committed to providing and maintaining a safe and healthy environment for our employees, pupils, visitors, contractors and all others that might be affected by our activities, so far as is reasonably practicable.

We will achieve this by:-

- Ensuring that health & safety measures are adequately and appropriately resourced
- Continual and effective improvement of our Health & Safety Standards
- Providing suitable and sufficient information, instruction and training to employees and to pupils
- Effective communication, co-operation and consultation
- A process of systematic risk assessment
- Monitoring and reviewing the effectiveness of our safety management
- Providing adequate supervision to those affected by our activities
- Engaging competent professionals where expertise is not available in house
- Reporting accidents internally and under Reporting of Illnesses, Diseases and Dangerous occurrences Regulations 1995
- Co-operating fully with the Local Education Authority

We can only achieve this by working in partnership with our employees. We expect all our employees to

- Take reasonable care of themselves and others in their care, particularly pupils
- Report any issues relating to health & safety to their line manager
- Co-operate fully with the Head Teacher and Governing Body in matters relating to health & safety
- Make full use and take reasonable care of any personal protective equipment provided to secure their health & safety
- Co-operate with the process of risk assessment
- Take all due regard to any information, instruction & training provided

Signed: \_\_\_\_\_ Name

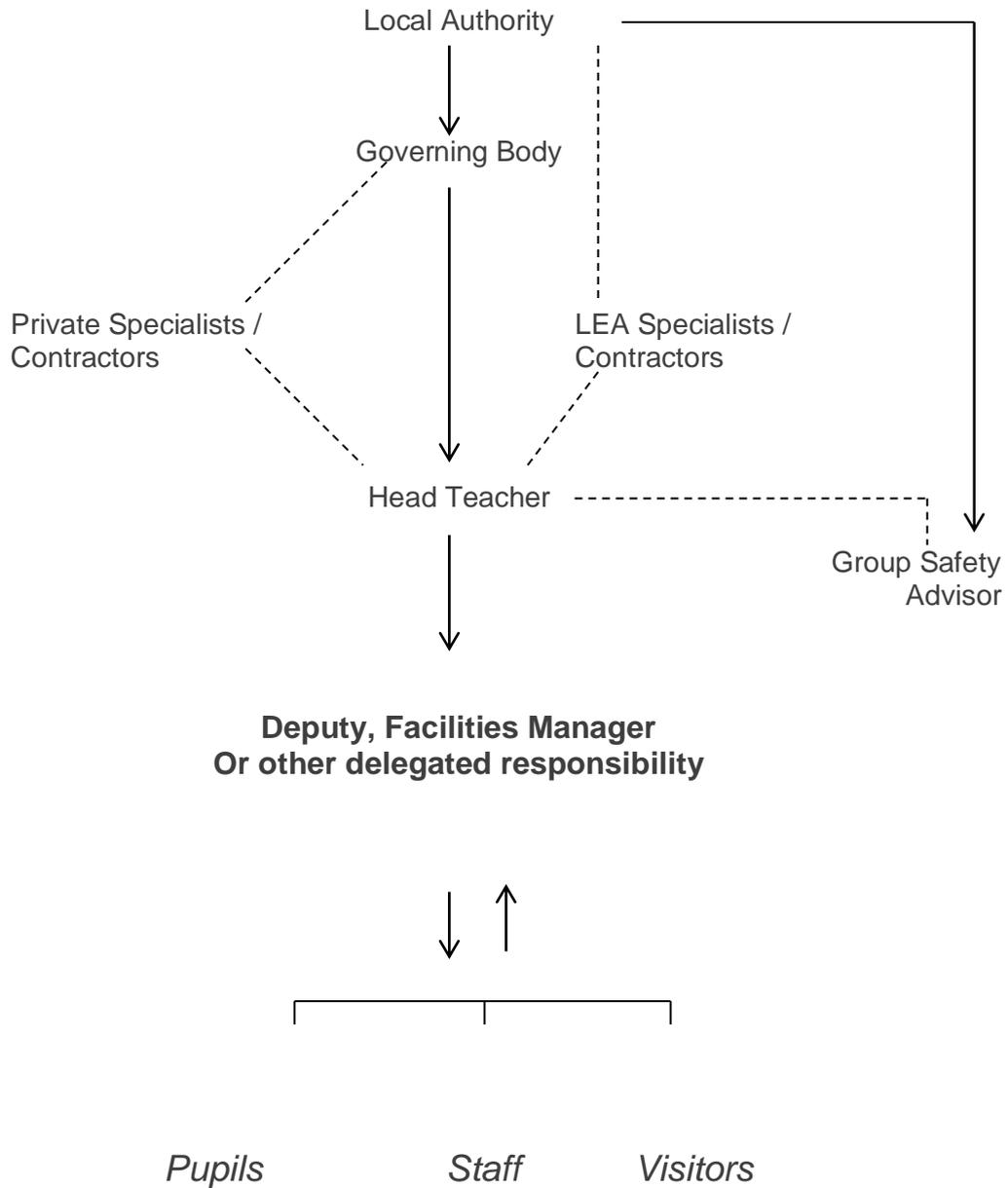
Date: \_\_\_\_\_ Chair of the Governing Body

Signed: \_\_\_\_\_ Name

Date: \_\_\_\_\_ Head Teacher



## Responsibility Structure – Community Schools



(See Appendix 1 for responsibilities)



## Overview Policy from the Local Authority

### London Borough of Hillingdon

The LA will provide a strategic health and safety framework for all community schools.

#### The Local Authority will

1. Discharge its statutory responsibilities for health, safety & welfare
2. Ensure that adequate resources are made available to enable all Educational Establishments to fulfil their obligations outlined within the safety policy statement and procedures developed under it.
3. Consider the broader safety implications of the decisions that they make
4. Encourage a positive safety culture
5. Communicate decisions made to managers, head teachers and governing bodies clearly
6. Provide appropriate information, instruction and training
7. Deal with non-compliance within their control
8. Report to the management board on safety compliance
9. Respond to changes in safety legislation
10. Generally support schools in their management of health, safety & welfare
11. Have effective arrangements for the strategic management and monitoring of health, safety & welfare
12. Act as a point of contact for more complex queries
13. Monitor the implementation of the policy and local management of health, safety and welfare
14. Undertake follow-up action and, where the LA is the employer, make any directions necessary to ensure effective health, safety & welfare on school sites
15. Provide an appropriate policy and guidance framework. This will include a statement of general policy and guidance for carrying out specific aspects of the policy (e.g. accident reporting procedures), including model policies



## **Management Arrangements for Health & Safety**

The London Borough of Hillingdon will ensure that health and safety is applied in Community Schools.

1. Education Services Management Team - the Head of Education & Services has overall responsibility for health & safety. Health & Safety will be discussed regularly at Education & Children's Services Management Team meetings.
2. Education Services Health, Safety & Welfare Committee - includes representatives from schools and trade unions. This committee may meet when required to consider all aspects of the management of health & safety & welfare
3. Education Health & Safety Advisor
4. Educational Visits Co-ordinator
5. Corporate Health & Safety Services Team- responsible for the administration of the Restricted Persons Register (RPR) and the Accident Reporting System.

## **LA monitoring of Health & Safety**

The LA will establish arrangements to monitor the effectiveness of its policies and arrangements for local management of H&S in community schools. This will include the following activities:

- Reviewing establishments' accident/incident reports and reviews
- Reviewing the take-up of LA provided H&S training
- Analysis of data from periodic building condition surveys as required
- Site visits and Audits
- Reviewing schools' proposals for educational visits
- Monitoring schools' use of Devolved Formula Capital by Education Services

## **Community Schools - legal overview**

In community schools, statutory health and safety responsibilities fall on the LA (as the employer) and on the head teacher and other school staff (as employees).

- As the management body, the governing body should ensure that school staff and premises comply with the LA's health and safety policy and practices (e.g. reporting accidents)
- The governing body, having control of premises, must take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.



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- The governing body, and head teacher, must comply with any direction given to them by the LEA concerning the health, safety & welfare of persons on the school's premises or taking part in any school activities elsewhere.

## Day-to-Day Management Arrangements

In practice, and irrespective of their status, all schools are managed locally on a day to-day basis. Local managers have a legal duty to comply with health & safety requirements.

Where the LA is the employer (i.e. in community and schools) the LA has the statutory responsibility for health & safety for at work. However, under local management arrangements, all head teachers) are in day-to-day control of school sites and of school budgets. Therefore, community schools have a crucial role to play in supporting the LA in the fulfillment of its statutory health and safety responsibilities. Head teachers and governing bodies of all types of all types of schools will need to take a proactive approach to health & safety. This would include:

- Having clear and effective arrangements at each site for the management of health & safety, showing key accountabilities, systems and procedures
- Promoting a culture conducive to health, safety & welfare
- Ensuring that all staff are health & safety aware
- The identification of hazards and management and elimination or reduction of associated risks

The LA will make available to schools policies, guidance & procedures on specific issues relating to health, safety & welfare. This will include a model health, safety, and welfare policy for schools. Appended to this policy is an overview of the specific responsibilities that need to be discharged by local managers. Detailed guidance in all of these areas will be made available to schools. Where the LA is not the employer, there can be no requirement for compliance with LA policies/procedures but all schools still need to discharge their statutory obligations.



## The Governing Body

The Governing body is responsible in the management of Harmondsworth Primary School. The Governing Body will:-

1. Ensure that sufficient safety equipment, including fire fighting and first aid equipment, is provided to set standards.
2. Ensure that the site and buildings are regularly inspected and that sufficient funds are made available to deal with any work required for health and safety reasons
3. Ensure that the plant and equipment is regularly inspected and that chemicals are kept in a safe condition and safely stored
4. Ensure that the emergency procedures are regularly tested
5. Inform the local authority if the Governors are unable to take the necessary action to deal with a safety hazard
6. In consultation with the Headteacher, prepare a safety policy and ensure that it is followed and regularly reviewed and updated
7. Ensure that goods purchased from the school's budget conform to national and local authority standards
8. Ensure that the LA's accident reporting procedure is followed and that accidents are investigated in order to try and prevent a recurrence
9. Provide the resources for training staff in first aid, fire fighting and other aspects of health and safety
10. Provide protective clothing needed to protect staff and pupils from hazards
11. Consult with trade union representatives and inform staff of health and safety matters.



## The Head Teacher

The head teacher is responsible for implementing Health & Safety standards throughout Harmondsworth Primary School.

### **The Head Teacher will: -**

- 1 Ensure that sufficient safety equipment, including fire fighting and first aid equipment, is provided to standards set by the local authority
- 2 Ensure that the site and buildings are regularly inspected and that sufficient funds are made available to deal with any work required for health and safety reasons
- 3 Ensure that the plant and equipment is regularly inspected and that chemicals are kept in a safe condition and safely stored
- 4 Ensure that the emergency procedures are regularly tested and maintained
- 5 Inform the local authority if the *Governors* are unable to take the necessary action to deal with a safety hazard
- 6 In consultation with the *Governors*, prepare a safety policy and ensure that it is followed and regularly reviewed and updated
- 7 Ensure that goods purchased from the school's budget conform to national and local authority standards
- 8 Ensure that the LA's accident reporting procedure is followed and that accidents are investigated in order to try and prevent a recurrence
- 9 Provide the resources for training staff in first aid, fire fighting and other aspects of health and safety
- 10 Provide protective clothing needed to protect staff and pupils from hazards



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- 11 Consult with trade union representatives and inform staff of health and safety matters.

## All Employees and Governors

Employees and governors will have varying levels of safety responsibility. The amount of responsibility will depend on their position, the work that they do and the number of people reporting to them.

In particular, those that deal with or who have responsibility for controlling a site and site personnel (e.g the head teacher) will have the greatest responsibilities. They must ensure that the decisions that they make (or the decisions that they do not make) are in compliance with their health & safety policy and procedures made under it.

All employees should be aware that failures to comply with statutory or Company health, safety and welfare requirements or acts of negligence (including mis-use of safety related equipment) are liable to be dealt with under the Disciplinary Procedure.

In particular, employees must not put Harmondsworth Primary School into a position where the organisation is at risk of criminal or civil litigation by their actions particularly in relation to

- **Consent** - being aware of a safety issue that is going on and actively agreeing to it, going along with the non-compliance
- **Connivance** - being aware of what is going on and turning a blind eye, pretending the situation does not exist
- **Neglect** - actively breaching a legal requirement or obligation

If employees are unable to fulfil their own obligations this must be reported to their line manager in writing and the problem escalated until it can be resolved.

Any employee actively ignoring safety instructions will be personally responsible for their actions and may also be personally prosecuted. As health & safety law is criminal law this would mean holding a criminal record. Employees do occasionally get prosecuted.

All employees and governors have the following responsibilities:-

1. Taking reasonable care of the health, safety and welfare of themselves and others who may be affected by their acts or omissions, including



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- safeguarding the well-being of all visitors and pupil at premises under their control;
2. To make themselves familiar with the safety policy statement and relevant procedures made under it.
  3. Co-operating fully with their superiors and with individuals who have delegated responsibilities to manage safety within their premises as required to secure compliance and ensure that procedures can be fully implemented locally.
  4. Working with pupils, visitors, contractors and those that may be affected by decisions made in line with procedures and associated health & safety legal requirements.
  5. To report any incidents that occur out of or in connection with the business that they control in the prescribed format in line with the policy on reporting incidents internally and any existing systems at site name.
  6. To report any hazards that they identify to their immediate superior, if relevant, in writing.
  7. To attend safety training when training needs identify that this is required.
  8. Participating in, and contributing to, risk assessments carried out for areas of work that they control or have expertise in.
  9. To effectively supervise employees under their control and ensure that their work is fully risk assessed
  10. To co-operate and follow all controls where risk assessments identify that action is required.
  11. To manage appointed contractors in line with the safety procedure on contractor management.
  12. Ensuring that safety records and documentation is kept up to date and is available for inspection as and when required

## General Guidelines for All Employees

- **DO** make yourself familiar with emergency and fire procedures for your work environment
- **DO** take note and follow any specific Health & Safety instructions given to you by the facilities manager, head teacher or deputy head.
- **DO** comply with any local safety rules if you are on someone else's premises
- **DO** make yourself familiar with hazards in your working environment where ever this may be
- **DO** request information on risk assessments where you are working on other peoples premises



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- **DO** ensure that your work has been risk assessed and follow relevant controls
  - **DO** use any personal protective equipment provided to you
  - **DO** report unsafe working practices that you have become aware of
  - **DO** report potential slip, trip and fall hazards e.g. damage to floor surfaces
  - **DO** request assistance if you are unsure of your responsibilities or safety precautions that apply within your work
  - **DO** complete risk assessments if you are asked to do so
  - **DO** comply with lone working requirements if you work alone
  - **DO** complete a assessment if you are a display screen user
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- **DO NOT** use electrical equipment if it appears to be faulty
  - **DO NOT** overload electrical appliances
  - **DO NOT** repair or use equipment you have not been trained to use
  - **DO NOT** lift or move loads that are clearly too heavy for one person to lift
  - **DO NOT** put yourself at risk by accessing areas that are clearly unsafe
  - **DO NOT** put others at risk by taking them into environments that are clearly unsafe
  - **DO NOT** access high levels or other hazardous environments without carrying out a risk assessment
  - **DO NOT** access fragile surfaces or roofs without appropriate precautions being in place
  - **DO NOT** tamper with fire equipment or other equipment provided to safeguard health & safety
  - **DO NOT** ignore control measures that have been put in place as a result of a risk assessment to protect you

## Lone Working

Some employees will be lone workers or responsible for lone workers. All employees must ensure that they are familiar with the procedure and risk assessment on lone working. (See Lone working risk assessment)



## **Consultation**

Harmondsworth Primary School is committed to involving and consulting employees at all levels in the maintenance of health and safety standards, as required by the H&S (Consultation with Employees) Regulations 1996.

### **Consultation within the group will occur as follows:**

1. The Education services group committee on health, safety and welfare, will meet as required to discuss queries and views from others within the group. Each representative of the committee will be expected to speak on behalf of and provide comments from the employees that they represent.
2. Similarly, sites are expected to have regular meetings where safety is an agenda item to give all employees the opportunity to express their views and discuss safety issues. Wherever possible they should form their own Health & Safety Committee
3. All employees have direct access to the Education's Health & Safety Advisor. Any comments or points raised will be dealt with in confidence if relevant.

## **Contractors**

As specified in detail within the group site rules contractors and their employees who work unsafely on Educational Establishments will be asked to leave.

### **Contractors are responsible for:-**

1. Taking reasonable care of the health, safety and welfare of themselves and others who may be affected by their acts or omissions, including safeguarding the well-being of pupils, employees, visitors and members of the public who may be affected by their activities;
2. Complying with the Health & Safety at Work Act 1974 and all legal requirements made under it;
3. Adhering to contractor site safety rules when operating in any part of the business;
4. Observing any site specific procedures that may be in place on site including those relating to emergency procedures and signing in/out.
5. Complying fully with requests for information as requested and as specified within the group procedure on contractor management. In



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particular in relation to the provision of risk assessments and method statements

6. Notifying their contact of any incidents on site as per the procedure on the reporting of incidents.
7. Notifying their contact, in writing, if they have insufficient resources, competence or safety systems in place to undertake work in accordance with legal requirements and group policy and procedures.



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## PART 2

### THE ORGANISATION FOR IMPLEMENTING THE POLICY

#### Management

The overall management structure for dealing with health and safety matters is shown in Appendix A. The responsibilities of *Governors*, the Headteacher and members of staff are listed part 1.

#### Members of staff holding positions of responsibility

All members of staff with a responsibility for others have a duty to implement this policy to bring to the attention of the Headteacher any concerns affecting the health, safety and welfare of those for whom they are responsible.

#### All staff

All staff must take reasonable care of their own health, safety and welfare and have a duty to avoid doing anything likely to endanger themselves and/ or others.

#### The Local Authority

The Education services section's Health and Safety Advisor will advise on all Health and Safety issues.

#### School Health and Safety committee

The Headteacher and Site Manager meet weekly and consult with staff over any on-going concerns. A list of tasks is drawn up from this and progress is reviewed regularly. Staff report concerns to the Headteacher or Site Manager. H&S matters are also dealt with in staff meetings and training days. It is proposed to consult with Support staff to nominate a representative to join this group.

#### Education Services Group health, safety and welfare committee

The Education Services Group health, safety and welfare committee meets as required to consider health and safety issues affecting the service as a whole. Most of the trade unions and other sections of Education are represented on the committee.



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**PART 3**

**ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

**1 Accidents, Dangerous Occurrences and Near Misses**

**i Immediate first aid**

Accidents involving injury or ill health effects will be notified immediately to nominated person or the nearest first aider (see appendix 1) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Head.

**ii Completion of Accident Book - Minor Incidents**

Staff should ensure that all accidents involving minor incidents such as cuts and bruises are notified to the internal nominated person with sufficient information to allow that person to complete the Accident Book.

**iii Internal Reporting and Investigation - Major incidents**

A member of staff who witnesses, or is first on the scene or first to be informed of any major accident, dangerous occurrence or near miss will complete the on-line report form on Safety Net as soon as possible after the incident and in the case of Community Schools. The nominated local person will investigate all major incidents reported by staff. Investigations may involve consultation with Safety Representatives with the aim of identifying the cause and implementing preventative strategies. All other schools will keep records of accident/incident and investigation, locally using the old HS1 (or BI510) form.

**iv Compliance with RIDDOR regulations**

The Head will determine which accidents and dangerous



Occurrences are required to be notified to the Health and Safety executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 in the case of non-community schools. More details are on the website stated below.

The relevant incident has to be reported to the enforcing authority within 10 days of the incident. In the event of a major injury or fatality the notification must be immediate. By telephone (& 0845 300 99 23), with written confirmation using the form F2508 or via website <http://www.hse.gov.uk/riddor/> can be reported.

The Health and Safety Advisor of ES will decide which ones shall be reported in the case of all community schools.

## 2 Advice

Staff seeking advice on safety issues should contact the Headteacher or the trade union health and safety representative. If the matter cannot be resolved locally, the Headteacher will contact the Education's Safety advisor who will advise.

## 3 Children with special needs

The school will develop policies for meeting the needs of children with asthma, severe allergic reaction, etc., based on advice set out in the Welfare Care in Schools code of practice.

## 4 Contractors

The school will only use contractors that have a proven track record of providing value for money and have good health and safety practices. Maintenance/construction work on site will be monitored by the Site Manager to make sure that it is carried out without risk to staff or pupils. The Headteacher will be informed immediately of any cause for concern. Contractors appointed by the Governing Body will be asked to abide by the Contractors Safety Guidelines produced by the LA, a copy of which is available from the school office and from the trade union health and safety representative for staff to refer to. Contractors will follow set procedures:



1. View Contractor Safety Guidelines and their Risk assessments
2. View Asbestos Site Survey and sign the log.
3. View Water Hygiene Log Book if necessary.
4. Sign for necessary keys for access
5. View Property Hazard information
6. Be issued with a Permit to Work for high risk work
7. Be familiar with the school rules

## 5 Curriculum

Health and safety in specific subject areas will be based upon the advice and guidance provided by the LA on for example, science, sports, art & design, trips away from school either locally, day trips or school journey. Copies of the codes are available from the school office and from the trade union health and safety representative for staff to refer to. Staying safe and being aware of risks is covered as part of the PSHE curriculum

## 6 Display screen equipment (including interactive whiteboards)

Display screen equipment will be used in accordance with the LA's code of procedure which has been designed to meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. A copy of the procedure is kept in the school office and by the trade union health and safety representative for staff to refer to. There is guidance about the use of whiteboards displayed by every whiteboard.

## 7 Drugs and medicines

Drugs and medicines will be controlled and administered in accordance with the school's policy which has been written in conjunction with the DOE's policy 'Managing Medicines in Schools and Early Years Settings'. March 2005. Copies of both can be found in the Welfare Room.

## 8 Electricity

All portable electrical equipment used at the school must meet the relevant British Standard and will be inspected and tested as required by the Electricity at Work Regulations. Any equipment found to be defective will be removed from use until repaired and re-tested. Staff are encouraged to make visual inspections each time they use equipment so that any defects can be quickly found and dealt with.



## 9 Equipment

PE equipment is tested annually by a specialist contractor, and playground equipment is inspected annually by the Council's insurers. Staff supervising PE activities will be instructed to carry out a brief visual inspection of the equipment each time it is used. Playground equipment will be inspected on a regular basis by the Site Manager. Defects found in any equipment will be reported for urgent repair and the equipment will be withdrawn from use until the repair is carried out.

## 10 Fire Precautions

The school has drawn up an emergency plan and fire risk assessment is carried out. All staff will be made aware of the plan which gives details of the action to be taken in the event of a fire, and an evacuation practice will be carried out each term at a time to be decided by the Headteacher. A Fire log book will be kept giving details of weekly checks of fire precautions equipment, as well as fire drills and staff training. The emergency plan will also comply with the LA's procedure on emergencies. A copy of which is kept in the school office and staffroom for staff to refer to.

## 11 Fire extinguishers

Training in the correct use of fire extinguishers will be made available to staff, although in the event of a fire the first priority will be to escort children safely from the building. The Site Manager will carry out visual inspections of the extinguishers on a weekly basis to ensure that they are in good order, and will arrange for any necessary maintenance to be carried out as quickly as possible. Regular external checks are also made and items serviced annually.

## 12 Fire evacuation notices

Notices giving details of the nearest fire exit are displayed throughout the school. Staff must use the nearest available exit and assemble the children at the pre-determined fire assembly points.

## 13 Fire doors

Fire doors will be kept in a closed position and not propped open.



## 14 First aid/welfare

The Welfare Assistant has delegated responsibility for health care. The school also has other members of staff trained in first aid so that cover is available in the absence of the Welfare Assistant. First Aid qualifications are also required to provide cover in the Early Years Foundation Stage.

## 15 Hazardous substances

All chemicals and other products known to be hazardous, and any processes which create dust or fumes, will be assessed in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations. The school will comply with the LA's procedures and ensure that the COSHH risk assessments are made available to the staff concerned. Whenever possible, substances creating a hazard will be replaced with safer alternatives. A copy of the LA's procedure is available on Hillingdon Grid for Learning.

## 16 Induction

The induction process for all new staff will include training and instruction in the school's health and safety policies and procedures.

## 17 Asbestos

It is the policy of the employer that any staff employed at the school on any material, which contains or may contain asbestos, shall undertake no intrusive work of any kind as the release of fibre in to the atmosphere should be avoided.

The Control of Asbestos at Work Regulations 2002 requires that all materials containing or having the potential to contain asbestos will be identified and their location marked. The survey to comply with these requirements, which may be a desktop survey, will be carried out by LBH. A copy of the results of that survey will be kept by the responsible person i.e. The Premises Manager or the Head. All contractors must check available information and sign the asbestos log to say they are aware of the location of asbestos containing material before commencing work on site.



## 18 Manual handling

A manual handling risk assessment is carried out to prevent injury to staff. A copy of the code of practice for staff to refer to is available from the school office or the trade union health and safety representative.

## 19 Playground safety

Children are supervised at break times by teaching and support staff and at lunchtimes by School Meals Supervisory Assistants, supported as necessary by members of the teaching staff. The playground area is regularly checked for any potential hazards which may arise through weather etc. Playground equipment is checked weekly by the site manager.

## 20 Risk assessments

As required by the Management of Health and Safety at Work Regulations 1999, assessments will be made to identify any significant risks to employees and others resulting from, for example, classroom activities or educational trips. Everything reasonably practicable will then be done to minimise or remove the risks.

## 21 Exposure to the sun

Care will be taken to protect children from prolonged exposure to the sun on very hot days. Shade and drinking water will be made available.

## 22 Swimming

Swimming lessons will be arranged in accordance with the LA's code of practice, a copy of which is available for reference from the school office or the H&S representative. These outings are risk assessed.

## 23 Training

I All employees shall be instructed as to possible hazards which may occur



at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan.

ii The Training Plan will cover:-

a Induction Training

Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts I to III of this policy will be issued.

b Management Training

The school's management recognizes that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.

c Specialist Training

The Head will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan/matrix.

d Fire Training

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of fire fighting equipment and alarms.

**24** Vehicles on the school premises

Parents are regularly reminded of this safety on the premises. Deliveries will, whenever possible, be organised for times when children are in class. Vehicles will not be permitted to enter areas when children are moving freely about.



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## 25 Violence to staff

All violent incidents to staff, including verbal abuse, are to be reported to the Headteacher for recording and investigating. Some staff are trained in Physical Restraint.

## 26 Offsite Educational Visits/Activities

- i The guidance manual issued by the LBH is adhered to.
- ii The policy is found in the Handbook, 'There and Back Again' and it is on HGFL. This is produced by an organization called, Wide Horizons.
- iii All visits to sites, which involve activities of hazardous nature and those with overnight stays, must be assessed and approved by the ES.
- iv Any teacher wishing to participate in an off-site visit must follow the school policy and must submit a request for permission together with a risk assessment carried out by a competent person to the Head at least 10 working days before the visit is due to take place. To assess a trip, the teacher must have taken the training offered by Wide Horizons (arranged via ES).

## 27 Visitors

Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures. Visitors are normally supervised or escorted whilst on site.

In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Appendix 1.



## 28 Stress

There is a risk assessment for stress. And any issues are discussed with the relevant employees.

## 29. New and Expectant Mothers

The guidance issued by the ES, which is on HGFL will be followed.

## 30. Legionnaires Disease

Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. A procedure and a Log Book to assist with the management of water, which is based on the Approved Code of Practice (L8) has been issued by the HSE. (Found on HGFL.)

Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets, which can be inhaled.

The advice in the procedure will be followed on site. Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each school term. Hot and cold water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. They will be flushed and chlorinated annually. This will be undertaken by the Premises Manager in conjunction with a specialist contractor.

## 31. Work experiences/placements

The Head teacher will ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience are not subjected to any risk of injury or harm.



## Legal Background to Policy, Procedures and Organisational Arrangements

### **Health & Safety at Work Act**

The **Health & Safety at Work Act 1974** provides a legal framework for safety responsibility and is the main piece of legislation from which all other safety regulations are formed.

The European Union may develop directives, of which there have been a wide range that relate to safety. In the UK these directives are developed into a variety of regulations.

The main sections relating to organisation and responsibility are as follows:-

#### ***Section 2***

"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of his employees"

#### ***Section 3***

"It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety"

#### **Section 7**

It shall be the duty of every employee while at work -

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer or any other person.....to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with



Safety responsibilities are set by law. By clarifying them in this section of the safety management system they are clarified for those individuals that hold responsibilities.

Safety controls should bring risk down to the lowest level that is reasonably practicable.

In deciding if it is reasonably practicable to control a risk it is necessary to consider:

- Who and how many people could be affected if the hazard is not controlled?
- Has there already been incidents or near misses reported?
- What is the potential outcome? i.e. is it possible that someone could be killed or only suffer minor injury?
- What do legal requirements; codes of practice say you should do?

Versus the financial implications of introducing the control within the available resources. If there is the possibility of death, high value or multiple claims it will probably be reasonably practicable to follow through the control no matter what the cost implications are.

## The Management of Health & Safety at Work Regulations 1999

These regulations are made under the Health & Safety at Work Act 1974 and they specify even more clearly how an organisation must have a framework of responsibility in order to comply fully with safety requirements.

In particular:

Regulation	Overview of Requirement
3	Requires that suitable and sufficient risk assessments be undertaken, covering all risks to employees whilst they are at work and to others affected by his undertaking. Assessments are to be regularly reviewed and updated as and when work changes.



5	Requires that every employer has arrangements, commensurate to the size of his undertaking to effectively <u>plan, organise, control, monitor and review safety.</u>
6	Requires that health surveillance be undertaken as required within a risk assessment
7	Requires that competent people should be appointed, preferably internally, to assist with the employer's duties. It also states that they should be provided with adequate resources and be assured full co-operation.
10,13	Requires the employer to communicate effectively with their employees particularly in relation to preventative and protective measures and any safety procedures.
14	Is a general duty of co-operation where different employers have shared or overlapping responsibilities
10	Requires employers to provide hazard information and instruction to those working within his undertaking whom he may not directly employ. This information should include dealing with on site emergency.
13	Requires employers to provide safety training to their employees as their work or risks to them change. It also specifies that training should be undertaken periodically where appropriate.
14	Requires employees to co-operate with their employer and follow advice and instruction given to them in respect of safety
15	Relates to temporary workers and specifies that they must be protected by the employer and provided with training, information and health surveillance if required for the role that they are appointed to undertake



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## HSG 65

The HSE has produced a code of practise, HSG 65, which describes how any organisation should build its safety management strategy. In particular, it provides guidance for complying with regulation 4 above.

- **Policy** There has to be a clear policy in place that provides the organisation with direction.

The safety policy statement is signed at the highest level and clearly sets out the organisations aims and objectives. This is the document at the beginning of this section

- **Organising** There has to be an effective management structure in place for delivering the policy described above. There must be a shared common understanding of the organisations vision, values and beliefs with active safety leadership by senior managers.

Individuals hold key safety responsibilities and these are outlined below.

- **Planning** There must be a planned and systematic approach to implementing the safety policy through an effective safety management system.

The safety management system has been provided for all Educational Establishments to meet its health & safety needs. This system contains specific procedures, checklists and even risk assessment proformas that sites can use to fulfil their safety responsibilities.



- **Monitoring** Performance must be measured against agreed standards to determine where improvement is required and should cover all aspects of the management system.

Performance is measured in a variety of ways.

All Educational Establishments complete checklists and risk assessments. Internal audits are conducted via the safety co-ordinator where the council is the employer.

All incidents are required to be reported to the safety co-ordinator. Lessons learnt form the basis of the safety management system.

- **Review** There has to be a process of review so that progress against the organisations safety objectives are clear. After the review has been undertaken policy may have to be amended and the cycle begins again.

Review is undertaken on a constant basis but also by central safety services

## What does this mean in practice?

Individuals have safety responsibilities commensurate with their decision making abilities. Directors, Senior managers, Governing bodies and Head Teachers have the greatest responsibilities. Their single most important duty is to ensure that they are allocating adequate resources toward risk management and safety compliance.

Each management level is responsible for the one below and accountable to the level above.



## Resourcing Safety

Legal requirements state that adequate resources must be provided for achieving compliance with safety systems.

Resources include:

- Time to implement controls and procedures
- Provision of training and providing people with the time to attend courses
- Time for managers to supervise employees effectively and ensure that controls are in place
- Access to safety information
- Funding where additional expertise is required e.g. to undertake specialist risk assessment such as water hygiene risk assessment.

In many cases the resources that are required are time, training and good management support. Costs may be incurred but there will be benefits where this is the case. For example:

- Higher employee satisfaction
- Lower employee absence
- Lower staff turnover
- Greater team working and co-operation
- Improved communication in all aspects of the business
- Improved self worth

Managers at all levels are responsible for ensuring that their teams have the resources that they require. Health & Safety compliance must be included as an agenda item in all department meetings and a discussion on allocation of resources should form part of this.

Where resources are insufficient the reasons why are to be ascertained and dealt with, if necessary seeking additional guidance and clarification on systems from the Health & Safety Advisor.



## Appendix 1

<b>RESPONSIBILITY</b>	<b>COMPETENT PERSON</b>
First Aid Appointed Person	Rebecca Delaney
First Aiders First Aid at work certificate	Rebecca Delaney
	Nicolette Richards
	Kim Harper
	Natalie Hawgood
Peadiatric Certificate	Roxanne Winton
	Nita Sisodiya
	Pamela Booth
	Zoe Harrop
	Rebecca Delaney
	Kim Harper
First Aiders Level 2	Fonia Goodliffe
	Lisa Trim
	Carol Harte
	Michelle Huntley
	Christine Issac
	Sheila Mitchell
	Kerry Moore
	Hayley Page
Accidents Notified to	Roxanne Winton
	Joe Anderson
	Eleesa Dowding
Accident Book Kept by	Rebecca Delaney
	Rebecca Delaney
RIDDOR Notifications by	Eleesa Dowding/Joe Anderson
Fire Marshals	All teachers
Assembly Points	Infant Playground
	Junior Playground
Emergency Procedures	See Emergency Plan
	Eleesa Dowding/Joe Anderson
Asbestos Survey	Joe Anderson



Asbestos Log Kept by	Joe Anderson
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<b>RESPONSIBILITY</b>	<b>COMPETENT PERSON</b>
Statutory Inspections i)Boilers ii)Hoists & Lifts iii)Fire Safety	Joe Anderson
Out of School Visits	Eleesa Dowding Nisha Rikhi
Risk Assessments	Joe Anderson
COSHH Assessments	Joe Anderson
Noise Assessments	Joe Anderson
Manual Handling Assessments	Joe Anderson
Work Station & DSE Assessments	Joe Anderson
Electrical Safety	Joe Anderson
Caretaking & Cleaning	Joe Anderson
Grounds Maintenance (grass cutting, litter picking and gardening equipment)	Joe Anderson Mayhew
Window cleaning, tree cutting	
Catering	Fonia Goodliffe Taylor Shaw
Premises Manager	Joe Anderson
Occupational Health	Eleesa Dowding
Safety Representatives	Sally Bell
Dedicated FM	N/A