

# **Todwick Primary School**

## **Health & Safety Policy September 2018**

**Approved and adopted by the Governing Body**

**Review Date: September 2019**

Member of staff responsible: Head Teacher

**Reviewed by School Governor: R. Dawtry**

# **This is the Health and Safety Policy Statement of**

## **Todwick Primary School**

### **Our statement of general policy is:**

- to make adequate arrangements for the health, safety and welfare of the staff and pupils;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

**Signed:** .....

**Head Teacher**

**Signed:** .....

**Chair of Governors**

**Date: March 2014**

**Review date: March 2016**

### **RESPONSIBILITIES**

**Overall and final responsibility for health and safety is that of**

**Sue Oakes  
Violet Chapman**

Insert the name of the Head Teacher and/or the Chair of Governors, or the Governor with responsibility for health and safety.

**Day to day responsibility for ensuring this policy is put into practice is delegated to**

**Donna Thompson / Mark Haywood**

If the Head Teacher is not always there, or does not have time to manage on a day to day basis, you can delegate this role to someone else, e.g. Deputy Head Teacher, Head of Year, Premises Officer etc. Ensure that the person with overall responsibility is kept informed of health and safety matters – it will still be their overall responsibility

**To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas**

<u>Name</u>	<u>Responsibility</u>
<b>Mark Haywood</b>	<b>Security arrangements Door and window locking Window blinds Perimeter security</b>

Delegate functions to people within your organisation either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions (if they have one).

<u>Name</u>	<u>Responsibility</u>
<b>Mark Haywood</b>	<b>Routine premises inspections and reports to HT</b>

Ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly.

<u>Name</u>	<u>Responsibility</u>
<b>Tracy Radford</b>	<b>First Aid Equipment Pupil care plans</b>

It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns they can be reported to the right person, so they can be dealt with.

You may wish to insert a



diagram or chart showing your management structure/arrangements.

**All employees have to:**

- **co-operate with supervisors and managers on health and safety matters;**
- **not interfere with anything provided to safeguard their health and safety;**
- **take reasonable care of their own health and safety; and**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be Note  
undertaken by

Head Teacher  
Subject leaders  
Class teachers  
Care taker

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

The findings of the risk  
assessments will be reported to

Head teacher /governors

You will find some examples of key areas that you should consider, at the end of this guidance.

Action required to remove/control  
risks will be approved by

Head teacher  
Care taker

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

Premises manager

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

will be responsible for ensuring the  
action required is implemented.

Head teacher  
Governors

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

will check that the implemented  
actions have removed/reduced the  
risks

You can find more guidance in HSE's free leaflets Five steps to risk assessment INDG163 (rev1) 1998 and A guide to risk assessment requirements: Common provisions in health and safety law INDG218 1996.

Assessments will be reviewed

as dated

or when the work activity changes,  
whichever is soonest.

**ARRANGEMENTS**

**CONSULTATION WITH EMPLOYEES**

**Employee Representative(s) are**

**Note**

**Donna Thompson**

You must consult your employees.

If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent.

If you do not have trade unions, you must consult employees, either directly or through an elected representative.

**Consultation with employees is provided by**

You may to use your works committee or another meeting as a forum for consultation.

If you have a health and safety committee, you could list what it does, who is on it and how often it meets

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

Caretaker

**will be responsible for identifying all equipment/plant needing maintenance.**

Caretaker

**will be responsible for ensuring effective maintenance procedures are drawn up.**

Head Teacher

**will be responsible for ensuring that all identified maintenance is implemented.**

**Any problems found with plant/equipment should be reported to**

Donna Thompson or Head Teacher

Head Teacher

**will check that new plant and equipment meets health and safety standards before it is purchased**

#### Note

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.

It may be worthwhile using a logbook to record the maintenance checks.

When buying new or second hand plant and equipment, you must check it meets health and safety standards before buying it.

You can find more guidance in HSE's publication *Buying new machinery* INDG271 1998

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

Caretaker

**will be responsible for identifying all substances which need a COSHH assessment.**

Caretaker

**will be responsible for undertaking COSHH assessments.**

Head Teacher

**will be responsible for ensuring that all actions identified in the assessments are implemented.**

Head Teacher

**will be responsible for ensuring that all relevant employees are informed about COSHH assessments.**

Caretaker

**will check that new substances can be used safely before they are purchased.**

**Assessments will be reviewed every**

**year**

**or when the work activity changes, whichever is soonest.**

#### Note

You must assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH) assessments.

You should do assessments on all substances you use (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour)

Your assessment should identify any health risks. If there is a risk you should take steps to remove or control the risk.

You can find more guidance in HSE's COSHH: A brief guide to the regulations INDG 136 (rev1) 1999 (free); COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 0 7176 2421 8 and the General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3.

## ARRANGEMENTS

### INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is Note  
displayed at/

Main entrance

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

Health and safety advice is available from

You are required to have access to competent advice, either in house or, if not available, external.

Admin office and Head Teacher

Supervision of young workers/trainees will be arranged/undertaken/monitored by

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

Mentors

You must also do specific risk assessments for young people – you need to take account of their inexperience, lack of awareness of risks and immaturity.

Head Teacher

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

If your employees go to work for another employer on your behalf you will need to check that they are given relevant health and safety information for that location by that employer/company.

## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided Note  
for all employees by

A member of SLT

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

Job specific training will be provided by

SLT or line manager

Specific jobs requiring special training are

Employees will need job-specific training, which includes the health and safety aspects of the job.

TAs  
SMSAs

You also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly.

Some jobs will require additional special training (e.g. manual handling, driving etc.)

Training records are kept at/by

Head Teacher

You may wish to refer to your school development plan. It is important to keep records of training (even training you have provided in-house) to show that employees have received training.

Training will be identified, arranged and monitored by

You should monitor the training records, so that refresher training is given when necessary.

Head Teacher / SLT

## ARRANGEMENTS

### ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance is required for **Note**  
employees doing the following jobs

**Buildings / contractors' work /repairs**

Employees must receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and some chemicals).

Health surveillance will be arranged by

**Head Teacher / Caretaker**

This will identify any health problems early on so that action can be taken before an employee's condition worsens.

Your COSHH assessments should identify all areas and the type of health surveillance needed.

Health surveillance records will be kept by/at

**Head Teacher**

Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records as these are confidential.

The first aid box(es) is/are kept at

**School Entrance foyer/ disabled bathroom**

Providing immediate first aid can prevent minor injuries becoming major ones.

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE's free leaflets First aid at work – your questions answered INDG214 1997 **and** Basic advice on first aid at work INDG215 (rev) 1997.

The appointed person(s)/first aider(s) is/are

**Tracy Radford/Donna Thompson**

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

**Admin office**

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area

The following person is responsible for reporting accidents, diseases and dangerous occurrences to the RMBC Health and Safety section.

**Head Teacher**

You must report accidents to the Health & Safety Section of RMBC. Follow the procedures outlined in your accident book.

## ARRANGEMENTS

### MONITORING

#### Note

To check our working conditions, and ensure our safe working practices are being followed, we will

You must be able to show that you are checking working conditions and systems of work, i.e. that you are monitoring health and safety.

Report urgent matters immediately either to D. Thompson or Head Teacher

You can do this both actively and reactively, i.e. before and after something goes wrong.

Record issues for caretaker in a log book kept in admin office

**Actively** - you or other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, etc.

Carry out monthly caretaker premises inspections and complete a written report to Head Teacher  
Annual Governor H&S checks

Trade union safety reps have the right to carry out inspections and investigate accidents.

Work with Premises manager and governors on H & S matters

**Reactively** – you can investigate any accidents or sickness absences that occur.

Carry out annual fire audit

Investigating accidents is a useful way of reviewing your safety systems – ask yourself why the accident really happened and what you can do to stop it happening again.

Maintain health and safety action plans

is responsible for investigating accidents.

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health.

D. Thompson / Head Teacher/  
caretaker

is responsible for investigating work-related causes of sickness absences

When you find out what went wrong – put it right.

D Thompson / Head Teacher

is responsible for acting on investigation findings to prevent a recurrence

**ARRANGEMENTS**

**EMERGENCY PROCEDURES – FIRE AND EVACUATION**

**Head Teacher**

**Note**

**is responsible for ensuring the fire risk assessment is undertaken and implemented.**

You must carry out fire risk assessments, in the same way as you do for health and safety risk assessments.

**Escape routes are checked by/every**

**Caretaker daily**

**Fire extinguishers are maintained and checked by/every**

For escape routes, extinguishers and alarms, you should state who checks, how often and also where they are based.

**South Yorkshire Fire + Rescue**

**Alarms are tested by/every**

**week / caretaker**

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures regularly.

**Emergency evacuation will be tested every**

**Month**

**The Security Co-ordinator is**

**Caretaker**

RMBC runs a number of courses for Security and Deputy Security Co-ordinators. For further details contact David Moss on 01709 822536.

**The Deputy Security Co-ordinator is**

**Head Teacher**

## SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Display Screen Equipment (VDUs)
- Electricity
- Excavation
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

## FURTHER GUIDANCE

The following guidance booklets are available from the contact below:

- Five Steps to Risk Assessment
- A guide to Risk Assessment requirements
- Buying new machinery
- COSHH
- First Aid at Work
- Consulting employees on health and safety

## FURTHER INFORMATION

Further advice on completing this health and safety policy document is available from:

Dean Fenton  
Principal Officer – Risk Management  
Rotherham Metropolitan Borough Council  
Children and Young People's Services  
Norfolk House  
Walker Place  
Rotherham S65 1AS

**Telephone:** 01709 822536

**Email:** [dean.fenton@rotherham.gov.uk](mailto:dean.fenton@rotherham.gov.uk)