



Copnor Primary School

HEALTH AND SAFETY POLICY

1. 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:

- providing a safe and healthy working and learning environment
- preventing accidents and work related ill health
- assessing and controlling risks from curriculum and non-curriculum work activities
- complying with statutory requirements as a minimum
- ensuring safe working methods and providing safe equipment
- providing effective information, instruction and training
- monitoring and reviewing systems to make sure they are effective
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- setting targets and objectives to develop a culture of continuous improvement
- ensuring adequate welfare facilities exist at the school
- 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.

2. ORGANISATION:

2.1 Introduction:

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

An organisational chart showing the school's health and safety management structure is at Appendix 2.

2.1.1 The Governing Body:

The Governing Body has the following responsibilities and must ensure that:-

- a clear written policy statement is created which promotes the correct attitude towards safety for staff and pupils.
- responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities.
- persons have sufficient experience, knowledge and training to perform the tasks required of them.
- clear procedures are created which assess the risk from hazards and produce safe systems of work.

- sufficient funds are set aside with which to operate safe systems of work.
- health and safety performance is measured both actively and reactively.
- the school's health and safety policy and performance is reviewed annually.

2.1.2 The Head Teacher:

The Head Teacher has the following responsibilities and must ensure that:-

- they must fully commit to the Governing Body's Statement of Intent for Health, Safety and Welfare.
- a clear written local Policy for Health and Safety is produced.
- that the Policy is communicated to staff and others requiring the information.
- appropriate information on significant risk activities is given to visitors and contractors.
- appropriate consultation arrangements are in place for staff and their representatives.
- all staff are provided with adequate information, instruction and training on health and safety issues.
- risk assessments of the premises and working practices are undertaken.
- safe systems of work are in place for identified risk factors.
- emergency procedures are in place.
- equipment is inspected and tested to ensure it remains in a safe condition.
- records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents and investigations.
- arrangements are in place to monitor premises and performance.
- all accidents are investigated and any remedial actions are implemented.
- they report to the Governing Body at least annually on the health and safety performance of the school.

2.1.3 The School Health and Safety Co-ordinator:

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

- co-ordinate and manage the annual risk assessment process for the school.
- co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- make provision for the inspection and maintenance of work equipment throughout the school.
- advise the Head teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- Carry out any other functions required by the Head teacher or Governing Body.

2.1.4 Teaching/Non-teaching Staff Holding Positions of Special Responsibility:

This includes deputy head teachers, curriculum co-ordinators, heads of faculty, heads of departments, clerical managers/supervisors, technicians and caretakers [*delete as appropriate*]. They have the following responsibilities:

- apply the school's Health and Safety Policy requirements to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements

- carry out health and safety risk assessments of the activities they are responsible for
- ensure that all staff under their control are familiar with any health and safety procedure for their area of work
- attempt to resolve health, safety and welfare problems from members of staff or refer them, to the Headteacher. Any problems that cannot be resolved locally should be forwarded to the PCC Health & Safety Unit for advice
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a record of these inspections
- ensure, so far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety
- investigate any accidents that occur within their area of responsibility
- keeping the Head Teacher informed on the health and safety performance of his/her department or area of responsibility (this could be facilitated by quarterly briefings, an annual report, etc. dependent on direction from the Head Teacher)

2.1.5 Class Teachers:

Class teachers are expected to:-

- exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies.
- follow particular health and safety measures in their own teaching areas as laid down in the relevant Guidance or Procedures.
- give clear oral and written instructions and warnings to pupils when necessary.
- follow safe working procedures.
- require the use of protective clothing and guards where necessary.
- make recommendations to the Head teacher or Head of Department on health and safety equipment and any improvements to plant, tools, equipment or machinery that may be necessary.
- integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education.
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- report all accidents, defects and dangerous occurrences to the Head of Department.

2.1.6 Health and Safety Representatives:

Safety Representatives can either be appointed through their union under the Safety Committees and Safety Representatives Regulations 1977 or volunteer to be a Representative of Employee Safety under The Consultation with Employees Regulations 1996. PCC does not distinguish between union and non-union Safety Representatives in their corporate H&S policy. The requirements of the two sets of regulations are similar and give the same facility to representatives; however there are some differences with regard to those who are union appointed. The respective Unions and PCC H&S Unit can provide additional advice, if required.

The Governing Body recognises the role of appointed Health and Safety Representatives. 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 must 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 do not carry out health and safety duties on behalf of the Head teacher or Governing Body.

2.1.7 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:-

- 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.
- use all work equipment and substances in accordance with instruction, training and information received.
- report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- report all incidents in line with current incident reporting procedure.
- act in accordance with any specific health and safety training received.
- inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- exercise good standards of housekeeping and cleanliness.
- co-operate with appointed Safety Representative(s).

2.1.8 Pupils:

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

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

3. PROCEDURES AND ARRANGEMENTS:

3.1 Introduction:

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

3.2 Risk Assessments:

- (i) General risk assessment - will be co-ordinated by the Site Manager

- (ii) New and expectant mothers risk assessment - will be carried out by the Headteacher
- (iii) Curriculum activities assessment - Risk Assessments for Curriculum activities will be the responsibility of the teacher providing the activity. Visits are overseen by the EVC.
- (iv) Fire safety assessment - A site-specific fire risk assessment will be carried out by the Site Manager
- (v) Manual handling assessments - Manual handling risk assessments will be carried out (co-ordinated) by the Site Manager
- (vi) Computers and Workstation assessments - Workstation DSE assessments will be carried out by the Site Manager
- (vii) Hazardous substances – The Site Manager is responsible for identifying and assessing hazardous substances within their area of responsibility, for which no generic assessment exists in the ‘Caretaking’ manual
- (viii) Violence - Assessment of the risks of violence to staff will be carried out by the Headteacher

3.3 Emergency Procedures:

3.3.1 Fire and evacuation procedures are detailed in Appendix 2.

3.3.2 First aid:

- (i) First aid boxes are provided in the FA rooms, and in all shared areas.
- (ii) The following staff are available to provide first aid:

Certificated First Aiders: **See separate sheet on page 12**

(iii) In event of needing first aid assistance, either: -

- locate the nearest first aider (and cover their class if required).
- if an ambulance is required, call “999”.
- transport to hospital:
- no casualty should be allowed to travel to hospital unaccompanied. The headteacher will designate an accompanying adult in emergencies where parents cannot be contacted.

3.3.3 Incident/accident reporting:

Inset details of the school accident reporting procedures and ensure the PCC requirements are fulfilled (refer to Portsmouth City Council incident reporting policy and procedures for further guidance).

3.3.4 Bomb hoaxes and bomb alerts:

The Head teacher, 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 control point from where such an incident will be handled is the main office

The signal (alarm) for evacuation of the building (if necessary) will be the fire alarm and normal evacuation procedure should be followed.

3.3.5 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 Transco 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.

3.3.6 Chemical spills:

- (i) All Science/design and technology/Art teachers and technicians should follow guidance contained in the CLEAPPS Hazards.
- (ii) Other areas should follow procedures as identified in relevant COSHH assessments

4. HEALTH AND SAFETY TRAINING:

4.1 Health and safety induction training will be provided for all new employees by the site manager

Note: A range of courses are offered by the PCC and these can be found on the Managed Learning Environment (MLE). The following professional bodies offer school specific training:

- CLEAPPS offer a range of courses for Science and Design & Technology
- The Association of British Theatre Technicians (ABTT) offer a range of courses for drama
- National Society for education in Art and Design (NSEAD)
- Training & Development Agency for Schools (TDA) national CPD database
- Design & Technology Association (DATA): Teacher accreditation scheme

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

Outdoor Education: All teachers

COSHH Assessment: Site Manager and Assistant caretaker

H & S awareness course: Site Manager and Assistant caretaker

Fire Safety: Site Manager and Assistant caretaker

Emergency First Aid: **See separate sheet on page 12**

First Aid at work: **See separate sheet on page 12**

5. INSPECTION AND TESTING OF PLANT AND EQUIPMENT:

5.1 Statutory inspections:

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by appropriate contractors.

5.2 Portable electrical appliances:

Inspection and testing of portable electrical appliances will be carried out by the “PAT Testing Company.” Staff have been informed that if they bring in personal electric items they must be visually inspected by the site manager to assess their safety. If in any doubt then a PAT test will be conducted. Staff sign the fire safety logbook to confirm that they will comply with this.

5.3 Equipment maintenance – curriculum:

Teachers will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented.

5.4 Ladders and access equipment:

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment following guidance contained in the Caretaking Manual Section F.

6. HEALTH AND SAFETY MONITORING:

6.1 Inspection of premises:

- (i) General workplace Inspections will be co-ordinated by Site Manager
- (ii) Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

7. CONSULTATION AND COMMUNICATION OF INFORMATION:

7.1 Consultation:

- (i) The Governors Estates Committee 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.

7.2 Communication of information:

- (i) The Head teacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.
- (ii) The Health and Safety Law poster is displayed in the Staffroom
- (iii) Health and safety advice is available from the Site Manager

8. PREMISES MANAGEMENT:

8.1 Supervision of pupils:

(i) Arrangements for supervision of pupils are the responsibility of the class teacher during lessons and the Senior supervisor at lunchtimes

8.2 Security and visitors:

(i) All visitors must report to reception where they will be asked to sign the visitors' book and wear an identification badge.

8.3 Vehicles on Site/Parking:

(i) Cars must be parked in designated areas.

(ii) The risks of persons and vehicles coming into contact will be controlled by the Site manager

(iii) Delivery/contractor vehicles must park at the rear of the school and must avoid the yellow chevrons

(iv) Arrangements for disabled persons are that they will report at reception where ramps will be available.

8.4 Building maintenance:

(i) General building maintenance is carried out by Wings Technical Services

(ii) The Site manager will be responsible for ensuring that all identified general building maintenance is carried out by either Wings technical Services or other contractors.

8.5 Asbestos management:

(i) The asbestos register is held at reception

(ii) The Site Manager is 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 PCC AMS (or the relevant asbestos management team).

8.6 Control of contractors:

(i) All contractors must report to reception where they will be requested 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.

(ii) The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work .

8.7 Lettings management:

(i) Lettings are managed by the Governing Body following the 'Lettings' policy and procedures

9. OTHER PROCEDURES:

9.1 Emergency response management:

(i) The Local Authority's 'emergency response' guidelines are followed and staff are made aware of the advice given, in conjunction with the school site-specific emergency response procedures.

9.2 Managing medicines:

(i) Prescribed medication will be administered to pupils following guidance contained in the administration of medicines policy. The designated First Aiders (those with First Aid at Work certificates) have been nominated as responsible persons for control of administration of medicines to pupils.

9.3 Educational visits:

(i) Educational visits will be organised following guidance contained in DfES (DCSF) documentation issued by Hampshire Outdoor Education, PT & Sports Service. The Educational Visits Co-ordinator is the Deputy Headteacher

9.4 Management of Mini-buses:

(i) Operation of minibuses will be carried out by the Finance Officer with the Site Manager ensuring safety aspects following guidance contained in the MIDAS Manual.

10. REFERENCE DOCUMENTATION:

10.1 All reference documentation relating to this policy and the School's H&S management systems can be accessed via the school's network

11. CONSULTATION:

11.1 The development of this policy has been subject to a consultation process involving the Estates committee

12. COMMUNICATION AND DISSEMINATION:

12.1 This policy is available on the school network.

13. POLICY REVIEW:

13.1 This policy will be reviewed annually and republished on a three yearly basis or sooner if required.

Appendix 1

Copnor Primary School HEALTH AND SAFETY ORGANISATIONAL CHART

Headteacher – Overall Responsibility
Site Manager – Representative for H & S
Assistant Caretaker
Resources Committee
Ed Visits Coordinator

Corporate H & S Team:
Fire Advisor:

Note: See 'PCC H&S management structure' chart 'as an example' (appendix 2 in the policy document)

Appendix 2
FIRE AND EVACUATION PROCEDURES

Fire Wardens are SLT, Premises Manager, Assistant Caretaker and Admin Team.

Fire notices are displayed at each exit, within all classrooms and also in all corridors

Escape routes are checked by the site manager every half-term

Fire Extinguishers are maintained and checked by Churchers annually

Alarms are tested by Chubb twice per year

Emergency evacuation procedure will be tested once every term.

All of the above are recorded in the Fire Log Book.

Premises evacuation arrangements are detailed in the separate Fire Policy “C4.”

The PCC H & S Unit webpage is at: <https://sites.google.com/a/lea.portsmouth.sch.uk/healthandsafety/>

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