



Copnor Primary School

Health And Safety Policy (Including the Governing Body's Statement of Intent)

Governing Body's 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.

The Governing Body 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, including through periodic site inspections;
- 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.

Essential Elements of a Health and Safety Policy

Every health and safety policy is separated into 4 elements:

- Plan – leaders should set the direction for effective health and safety management
- Do – introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately
- Check – monitoring and reporting
- Act – a formal management review of health and safety performance

This policy sets out how Copnor Primary School manages Health and Safety, with these 4 elements at the heart of the policy.

Organisation: who is responsible for what (delegation of tasks)

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.

The Governing Body:

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

- To create, monitor and review the Governing Body's Statement of Intent.
- 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.
- People 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.

The Headteacher:

The Headteacher has the following responsibilities and must ensure that:

- They must fully commit to the Governing Body's Statement of Intent.
- A clear written policy for Health and Safety is produced in cooperation with the Governing Body.
- 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 within the regulations provided for such checks.
- Records are kept of all relevant health and safety activities e.g. Assessments, inspections, accidents and investigations.
- Arrangements are in place to monitor the premises and the performance of the school with regards to health and safety.
- 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.

The School Health and Safety Co-ordinator (s) – the 'Competent Person':

Health and safety law requires employers (including schools) to appoint someone competent to help them meet their health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to give sensible advice about managing the health and safety risks at the school. In line with the Health and Safety executive's advice, most risks can be managed by the senior leadership team with the help of staff and the Local Authority. Therefore, the competent person will be the members of the Senior Leadership Team, led by the Headteacher. The Site Manager will play a key role in helping to ensure that the school's health and safety complies with the Governing Body's Statement of Intent.

The School Health and Safety Co-ordinator (s) will:

- 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 Headteacher 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 Headteacher or Governing Body.

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

This includes Teaching and Learning Leads, Office Manager, Bursar, Senior Lunchtime Supervisor and Caretakers. They have the following responsibilities:

- Apply the school's Health and Safety Policy requirements to their own area of work and be directly responsible to the Headteacher/ Senior Leadership Team 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 Local Authority for advice.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe.
- 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 Headteacher/ Senior Leadership Team informed on the health and safety performance of their area of responsibility.

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 where necessary.
- Make recommendations to the Headteacher/Senior Leadership Team 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 Headteacher/Senior Leadership Team.

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. 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 the Local Authority can provide additional advice, if required. Also, further information is available at: <https://www.hse.gov.uk/involvement/hsrepresentatives.htm>

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 Headteacher or Governing Body.

All Employees:

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- 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).

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.

Procedures and Arrangements

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

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 (<https://www.hse.gov.uk/mothers/employer/risk-assessment.htm>)
- (iii) Curriculum activities assessment - Risk Assessments for Curriculum activities will be the responsibility of the teacher providing the activity. Visits are overseen by the Educational Visits Co-ordinator (EVC) see the Educational Visits and Visitors Policy for further details.
- (iv) Fire safety assessment - A site-specific fire risk assessment will be carried out by the Site Manager with support from the Headteacher/ Senior Leadership Team.
- (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.

There are a number of policies, detailing specific procedures to follow when there are potential health and safety risks and are risk assessments of the areas they have been written about and how to mitigate these risks. Therefore, please refer to the Emergency Procedures Policy, the Fire Safety Policy and the Accidents and First Aid Policy.

In line with best practice, the following process will be undertaken when looking at the risks within the school:

Identifying hazards

- how people work and how plant and equipment are used
- what chemicals are used
- what safe or unsafe work practices exist
- the general state of the school
- that the school has young children attending and that the risks need to be managed with the children in mind
- previous incidents and reported accidents

For each hazard, think about how employees, contractors, visitors, children or members of the public might be harmed.

Vulnerable workers

The school recognises that some members of staff have particular requirements, for example [young workers](#), [migrant workers](#), [new or expectant mothers](#) and [people with disabilities](#). The links on the policy (above in blue) link to further support and information for these staff members.

Assessing the risks

The school will decide how likely it is that someone could be harmed and how serious it could be. This is assessing the level of risk.

The school will decide:

- Who might be harmed and how
- What you're already doing to control the risks
- What further action you need to take to control the risks
- Who needs to carry out the action
- When the action is needed by

Controlling the risks

The school will evaluate the controls already in place. Then, it will decide whether the hazard can be removed altogether. If not, how measures will need to be put in place in order to control the risks so that harm is unlikely. Where the risk is still meaning that harm is likely, the school will consider further controls:

- redesigning the job
- replacing the materials, machinery or process
- organising the work to reduce exposure to the materials, machinery or process
- identifying and implementing practical measures needed to work safely
- providing personal protective equipment and making sure workers wear it

While the school (and therefore, the Governing Body) recognises that it is not expected to eliminate all risks it is committed to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

Recording findings

The school will record its significant findings, including:

- the hazards (things that may cause harm)
- who might be harmed and how
- what the school is are doing to control the risks

The school does not rely purely on paperwork: the main priority is to control the risks in practice.

Review the controls

The school is committed to reviewing the controls put in place to make sure they are working. They will also be reviewed if:

- they may no longer be effective
- there are changes in the workplace that could lead to new risks such as changes to:
 - staff
 - a process
 - the substances or equipment used

Also, in consultation with staff, the children and other stakeholders, the school will consider a review if problems have been spotted or there have been any accidents or near misses.

Specific risk assessments

Specific risk assessments have been written where risks have been identified that require action. The location of this risk assessments is shared with staff at induction and periodically at staff meetings/ any other business meetings. These are reviewed at the Resources Committee and by the Site Manager in conjunction with the Headteacher/Senior Leadership Team.

Health and Safety Training

Health and safety induction training will be provided for all new employees by the site manager or a member of the Senior Leadership Team in their absence.

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

Outdoor Education (Open Country): All teachers, unqualified teachers and Higher-Level Teaching Assistants (HLTAs) attended twilight in February 2022 to receive this award (apart from those absent due to illness or any new members of staff)

COSHH Assessment: Site Manager

H & S awareness course: Site Manager

Fire Safety: Site Manager and all staff receive updates (and induction) on fire safety

Emergency First Aid/First Aid at Work: The school exceeds the minimum requirements for the number of staff trained in first aid, alongside staff training for all staff who do not have a formal first aid qualification.

Inspection and Testing of Plant and Equipment

Statutory inspections:

All plant and equipment requiring statutory inspection and testing will be inspected by appropriate contractors. The Site Manager is responsible for ensuring that such inspections are completed.

Portable electrical appliances:

Inspection and testing of portable electrical appliances will be carried out by the "PAT Testing Company." Staff have been informed, via this policy, that if they bring in personal electric items which require plugging into (e.g. they are mains operated or a charger is being used) they must be visually inspected by the Site Manager to assess their safety before being used. If in any doubt, then a PAT test will be conducted before they are used in school. New equipment, where it is within the guarantee period, needs a visual check by the Site Manager.

Equipment maintenance – curriculum:

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

Ladders and access equipment:

The Site Manager will be responsible for inspection and maintenance of ladders and other access equipment following guidance provided at <https://www.hse.gov.uk/work-at-height/ladders/when-how-to-use-ladders-safely.htm>

Health and Safety Monitoring

The inspection of premises will be co-ordinated by the Site Manager. The Resources Committee will also organise its own inspection of the premises in conjunction with the Site Manager and/or the Headteacher.

Consultation and Communication of Information

The Governors' Resources 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 the school management.

Communication of Information

- (i) The Headteacher 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 Site Manager's office.
- (iii) Health and safety advice is available from the Site Manager with support from the Headteacher/Senior Leadership Team. Additional support is available from the Local Authority and other recognised bodies such as the Health and Safety Executive (HSE).

Premises Management

Supervision of pupils:

- (i) Arrangements for the supervision of pupils is the responsibility of the class teacher (with support from other school staff e.g. HLTAs and teaching assistants) during lessons and the Senior Lunchtime Supervisor at lunchtimes. Before and after school (when the gates are open) supervision rests with the Site Manager with support from the teachers and their school staff.

Security and visitors

- (i) All visitors must report to reception where they will be asked to sign in using the app (an electronic booking in system or manual paperwork back up) and wear an identification badge. Where there is an event e.g. parents/carers attending

Vehicles On-Site Parking

- (i) Cars must be parked in marked parking bays.
- (ii) The risks of persons and vehicles coming into contact will be liable to the driver.
- (iii) Delivery/contractor vehicles will be advised where to park as appropriate.
- (iv) Arrangements for disabled persons are that they will report at reception and appropriate parking will be made available.

Building Maintenance

- (i) General building maintenance is carried out by Portsmouth City Council's arranged contractors.
- (ii) The Site manager will be responsible for ensuring that all identified general building maintenance is carried out by authorised contractors.

Asbestos Management

- (i) The asbestos register is held with the Site Manager
- (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 Portsmouth City Council's Asbestos Management Team (or the relevant asbestos management team).

Control of Contractors

- (i) All contractors must report to reception where they will be requested to sign the sign in app 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.

Lettings Management

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

Other Procedures

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 as per the Emergency Closure Policy.

Managing medicines:

- (i) Prescribed medication will be administered to pupils following guidance contained in the Medicines and Illnesses Policy.

Educational visits:

- (i) Educational visits will be organised via the Educational Visits Policy.

Management of Mini-buses:

- (i) Operation of minibuses will be carried out by the Bursar with the Site Manager ensuring safety aspects are undertaken in line with the Minibus Policy.

Reference Documentation

All reference documentation relating to this policy and the School's H&S management systems can be accessed via the school's office if they are not available on the website.

Consultation

The development of this policy has been subject to a consultation process involving the Resources Committee and with reference to current guidance available from the Government and the Health and Safety Executive.

Communication And Dissemination

This policy is available on the school network and website.

Policy Agreed: November 2023

Policy Review: January 2025