



Frithville Primary School
Federated with
New York Primary School

Health and Safety Policy

Plan approved by Governors

Review in Spring 2017

Signed on behalf of Governors: **Sue Brackenbury** Date: **17/03/2016**

Presented to the governors for approval.

The Governing Body is committed to the safeguarding of children and young people across the Federation and the wider community.

The Governors of Frithville and New York Federation recognise their responsibility under the Management of Health & Safety at Work Regulations 1999 requiring employers to make assessments of workplace risks to the health & safety of employees and others who may be affected including pupils and will implement procedures for planning, organisation, monitoring and reviewing both preventative and protective measures. In doing so, the Governors also recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

1. provide safe systems of work, plant and equipment
2. provide for the safe use, handling, storage and transport of articles and substances
3. provide such information, instruction, training and supervision as necessary for staff and pupils to undertake their work safely
4. provide a safe place of work with safe means of access and egress for all persons using the premises
5. provide a safe and healthy working environment with adequate welfare arrangements
6. provide for the health and safety of persons not employed by the School, but who may be affected by its activities
7. encourage all staff to take reasonable care for their own health and safety and of those in their charge
8. to co-operate with the Governors and management of the School in carrying out their statutory duty
9. require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors have delegated School Health and Safety to the Federation Governing Body which will always include a staff Governor. No individual member of staff will be required to undertake specific responsibility for any health and safety function without having first been consulted.

The Governors recognise the corporate Health and Safety Policy Statement of Lincolnshire County Council, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the School. The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Lincolnshire Council Health and Safety Officer, Occupational Health Advisor, or other such persons as appropriate.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities are assessed (as required under the Management of Health and Safety at Work Regulations 1999), the Control of Substances. Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Regulations 1992 (as amended 2002) and the Display Screen Equipment Regulations 1992 (as amended 2002).

A. ORGANISATION

1. The Local Authority:

- 1.1. has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at this school (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974)
- 1.2. has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Authority under arrangements for the Local Management of Schools

- 1.3. the Local Authority (or the School if it initiates building work) has responsibility for appointing a competent person as CDM Co-ordinator for works which fall within the scope of the Construction (Design and Management) Regulations 2007
- 1.4. the Local Authority Health & Safety Officer is responsible for acting on any reports received from the school including those reportable under the RIDDOR 1995

2. The Governors, through the Head, are responsible for:

- 2.1. ensuring that the Federation's Health & Safety Policy is implemented, monitored and regularly reviewed and revised as necessary
- 2.2. ensuring that sufficient funds are reserved in the buildings maintenance budget, for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility
- 2.3. monitoring the (health and safety) need for non-structural maintenance in the School and informing the Assistant Director of Technical Services (Building User Services) (through the School's allocated Building Surveyor) as necessary
- 2.4. advising the Assistant Director of Technical Services (Building User Services) of structural defects that could adversely affect the health and safety of staff, pupils and other persons
- 2.5. the safe condition, storage and maintenance of equipment, vehicles and plant at the School, and ensuring that such equipment can be used safely in the normal running of the School
- 2.6. ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health
- 2.7. ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the School and are enforced
- 2.8. the adoption of safe working practices by staff and pupils, and by contractors when on site
- 2.9. acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations

3. The Head of the School is responsible for:

- 3.1. the implementation of the Federation's Health & Safety Policy
- 3.2. advising the Board of Governors of the need to review the Federation's Safety Policy
- 3.3. the day to day responsibility for health and safety across the Federation
- 3.4. the Head is also responsible for, but has delegated the following duties to the Federation Governing Body:
 - ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999, in all areas of significant risk
 - ensuring that staff receive appropriate health and safety training
 - carrying out the annual safety audit required by the LA
 - ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the Federation are dealt with
 - emergency procedures, including evacuation in case of fire or bomb threats
 - ensuring that adequate provision is made for the administration of First Aid
 - notifying the LA Health and Safety Officer of all accidents to pupils or any accidents to staff or other persons and any "near miss" (dangerous occurrence) situations, in accordance with the procedures laid down
 - notifying the LA Health and Safety Officer of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action
 - ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly
 - facilitating the meeting of a School Federation Governing Body, if required by approved trade union safety representatives, and for attending such meetings
 - consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information)

4. Education Visits Co-ordinator

Mr Paul Bargh (Executive Headteacher) is trained to take on the responsibility of Educational Visits Co-ordinator. Currently, all staff carry-out risk assessments on arranged visits, check insurance cover, documentation, parental permission where appropriate, notify LA and give copies of the risk assessments to Visits Coordinator; The Visits Coordinator briefs staff appropriately.

5. All Staff are responsible for:

- 1.1. ensuring that they are familiar with and comply with the Federation and, where applicable, the subject policy
- 1.2. all matters of health and safety in their lessons and work areas ;

- 1.3. bringing to the notice of the Head any problems or defects affecting the health, safety or welfare of staff, pupils or other persons
- 1.4. having a working knowledge of regulations, guidance materials and codes of practice in their subject areas
- 1.5. ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained
- 1.6. ensuring that any risks specific to their area of work are adequately assessed (e.g.. COSHH assessment for use of hazardous substances)
- 1.7. co-operating with their employer to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974

6. The Caretaker is responsible for:

- 6.1. ensuring that they are familiar with and comply with the Federation's Safety Policy. They should also be familiar with the LA's Group Safety Policy "Safety of Buildings"
- 6.2. bringing to the attention of the Head teacher any problems or defects affecting the health and safety of any person on the school premises
- 6.3. bring the Federation's Safety Policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g.. in the use and storage of materials)
- 6.4. ensuring that all equipment and materials received have adequate health and safety information (e.g.. manufacturer's data sheets for COSHH assessments to be carried out)
- 6.5. ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction e.g.. working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work)
- 6.6. ensuring that due warning is given of any cleaning or other operations that could constitute a hazard to other uses of the premises
- 6.7. informing the Head via the School Secretary of the arrival of contractors for maintenance work and ensuring that they sign in and out in the Visitors Book in the School Office
- 6.8. informing contractors of any hazards that could affect their health and safety while working within the Federation (particularly in the light of risk assessments carried out) nb asbestos.
- 6.9. the safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance

7. The First Aiders and/or Appointed Person for First Aid, is responsible for:

Maintaining the First Aid boxes in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

B. ARRANGEMENTS

Access and Egress

Caretaker or Headteacher, Admin Staff and Key holders. Refer to Key holder list – put in list of Key holders

Accident Reporting – See accident book

Blood-borne Diseases – See First Aid policy

Building Repairs and Contractors – See Governors Annual Inspection of Premises /Health and Safety log/ Buildings File /Asbestos register

Cleaning – See COSHH folder in Health and Safety folder

Communications – School administrator who will record and act accordingly

Display Screen Equipment Information – See 1995 display equipment regulations

Fire Alarms – See Fire action plan

Fire Appliances – Contractor employed by local authority (see folder)

Fire Evacuation and Fire Drills – See Fire procedures – Action Plan

Fire Prevention – PAT tests for electricity – see fire policy – Headteacher has fire drill log

First Aid – See policy

Flammable Substances – See COSHH sheets

Good Housekeeping - See COSHH sheets

Hazardous Chemicals - See COSHH sheets

Information Publications - See COSHH sheets

Journeys and Visits – see Educational visits folder / EVOLVE website.

Medicines – First Aid Policy

Monitoring – Termly Health and Safety meetings minutes

Near Misses – Recorded in the accident book and hazard log

Protective Clothing – Available as necessary
Portable Electrical Appliance Testing – Carried out by our nominated sub-contractor
Public Performances – Risk Assessments
Reporting – Headteacher – Committee reports to governing body – Headteacher termly
Governors – report on health and safety in Annual Report to Parents – We may report to parents in annual governor’s report to parents as necessary
Risk Assessment – Are carried out as required
Safety Inspections – Carried out by nominated sub-contractors, Teachers, Administration Staff, Health & Safety Committee
Security – Renewed by Health and Safety Committee
Training – Provided as required
Work Experience – Induction is carried out by school secretary
Vehicles – See risk assessment.