



HEALTH AND SAFETY POLICY STATEMENT

PART ONE

STATEMENT OF INTENT

SCHOOL NAME	Parkend Primary School
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1. This policy statement is the local supplement to Gloucestershire County Council Corporate Health and Safety Policy Statement.
2. The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.
3. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.
4. In compliance with the Health and Safety at Work etc. Act 1974, this school's Governing Body will ensure so far as is reasonably practicable that:
 - the premises are maintained in a safe condition
 - safe access to and from the premises is maintained.
 - all plant and equipment is safe to use.
 - appropriate safe systems of work exist and are maintained including offsite visits.
 - sufficient information, instruction, training and supervision are available and provided.
 - arrangements exist for the safe use, handling and storage of articles and substances at work.
 - a healthy working environment is maintained including adequate welfare facilities.
5. In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes pupils), contractors, etc., are or may be affected by the school activities, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected, to include fire exit and toilets. As an education provider, which must set standards by example for its pupils, this commitment is seen as especially important.
6. The Governing Body will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented.



7. The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the Governing Body's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:
 - to take care of their own safety and that of others and;
 - to co-operate with the Governing Body and Senior Management Team so that they may carry out their own responsibilities successfully.
8. All relevant Regulations, Codes of Practice will be complied with as necessary.
9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
10. A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice boards. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.
11. This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.
12. For the avoidance of doubt any health and safety concerns or incidents will be reported to a member of SLT as soon as possible.



PART TWO

ORGANISATION

INTRODUCTION

In order to achieve compliance with the Governing Body's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy

1. The Duties of the Governing Body

In the discharge of its duty, the Governing Body, in consultation with the Headteacher, will:

- Make itself familiar with the Local Authority's corporate Safety Policy and the advice and guidance provided by the LA
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school; this is currently addressed through the building committee.
- Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made; this is carried out through termly checks.
- Identify and evaluate all risks relating to:
 - the premises
 - school activities
 - educational visits
 - school-sponsored events
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- Create and monitor the management structure to enable the implementation of health and safety.

In particular the Governing Body undertakes to provide:

- a safe place for staff and pupils to work including safe means of entry and exits
- plant equipment and systems of work which are safe
- safe arrangements for the handling, storage and transport of articles and substances
- safe and healthy working conditions which take into account all appropriate
 - statutory requirements
 - codes of practice
 - guidance



- Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided; this is evidenced through Head Teachers reports. Pupils will receive information which is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated
- the required safety and protective equipment and clothing together with information on its use
- adequate welfare facilities

So far as is reasonably practicable the Governing Body, through the Executive Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2. The Duties of the Executive Headteacher / School Administrator / School Caretaker.

As well as the general duties of all members of staff, the Executive Headteacher has the overall responsibility for the H&S of the school.

The day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school happens on a day-to-day basis through the checks carried out by the School Administrator / School Caretaker.

These consist of:

- ensuring safe working conditions of the school premises and facilities
- ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises facilities or services or those attending, or taking part in, school-sponsored activities
- ensure safe working practices and procedures throughout the school so that all risks are controlled
- arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings
- identify the training needs of staff and pupils and ensure that all members of staff and pupils who have identified training needs receive



adequate and appropriate training and instruction in health and safety matters

- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk
- collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence
- monitor the standards of health and safety throughout the school, including all school-based activities
- monitor the management structure, in consultation with the governors;
- consult with members of staff, including safety representatives, on health and safety issues and encourage staff and others to promote health and safety.

3. The Duties of Supervisory Staff (*This includes Operational Headteacher, Curriculum Leaders, Clerical staff / Support Staff, PTA.*)

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Executive Headteacher, or the member of staff nominated by the Executive Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their area of responsibility
- health and safety regulations, rules, procedures and codes of practice are being applied effectively
- staff, pupils and others under their jurisdiction are instructed in safe working practices
- new employees are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary
- regular safety inspections are made of their area of responsibility as required by the Executive Headteacher or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised
- they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety



- all health and safety information is communicated to the relevant persons and
- they report any health and safety concerns to the Executive Headteacher.

4. Duties Of Class Teachers

Class teachers are expected to:

- exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPS, if issued, and to ensure that they are applied.
- give clear oral and written instructions and warnings to pupils where necessary.
- follow safe working procedures personally.
- require the use of protective clothing and guards where necessary.
- make recommendations to their Executive Headteacher or Operational Head teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- report all accidents, defects and dangerous occurrences to their Executive Headteacher or Operational Head Teacher.

5. Duties of All Employees [including temporary and volunteers]

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- act in accordance with any specific H&S training received.
- report all accidents in accordance with current procedure.
- co-operate with other persons to enable them to carry out their health and safety responsibilities
- inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- inform their Line Manager of any potential shortcomings they consider are listed in the School's health and safety arrangements.
- exercise good standards of housekeeping and cleanliness.
- know and apply the procedures in respect of fire, first aid and other emergencies.



- co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.

6. School Off Site Coordinator (OVC)

The School Off Site Co-ordinator (J.Newman) has the following responsibilities:

- ensure that standards for off-site activities and educational visits are followed including residentials.
- works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school and that correct procedures are followed.
- refers to the Off-Site Visits Manual on the SHE webpages and has relevant OVC training.

7. School Health And Safety Representatives

The Governing Body and Headteacher recognise the role of Safety Representatives. 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. (Refer to Safety Representatives and Safety Committees Regulations 1977).

8. Pupils

Pupils, in accordance with 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; and
- use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

9. Visitors, Members of the Public and Volunteers

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.



Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees (see 5 above). Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.



PART THREE

GENERAL ARRANGEMENTS

Health, Safety and Welfare

The following procedures and arrangements have been established within our school to minimise health and safety risks to an acceptable level.

1. Accident Reporting, Recording and Investigation

The school will report and investigate all accidents, incidents and near misses seriously and the school will adhere to the GCC SHE Procedure she/pro/4 accident reporting and investigation.

In line with the SHE procedure, all staff will be encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence.

All completed accident/incident/near miss forms will be reported electronically using SHE Enterprise accident database.

2. Asbestos

To minimize risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by:

- complying with all regulations and county policy concerning the control of asbestos
- removing asbestos containing materials where the risk to building users is unacceptable
- to have a named officer who will have responsibility for implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises guidance.

3. Contractors

The school follows the guidance issued by Corporate Building Services as outlined in the property log book for the selection, appointment and monitoring of anyone undertaking works. These include:

- checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g. EXOR or a combination taking into consideration nature and scale of the works required).
- examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc
- having clearly identified personnel who are points of contact for contractors and visiting workers



- having all significant and unusual hazards and risks on site clearly identified.
- exchanging information on hazards and risks

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

- segregation of traffic and pedestrians
- segregation of contractors and occupants of the school (where possible)
- safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled
- implications on fire precautions due to possible increased risk and interference with fire alarm
- system and routes of evacuation

Communication. The school recognizes that it is crucial that issues relating to premises works are communicated effectively. This includes:

- providing visitors with copies of appropriate hazard registers such as the asbestos register
- telling visitors about hazards on site
- asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes)
- asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes)
- controlling access so that contractors know who may also be working on site
- sign-off/safe completion certificates
- ensuring completion of the Premises Log Book by contractors and visiting persons

4. Curriculum Safety (including extended schools activity/study support)

The school recognises that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available CLEAPPSS, AfPE (formally BAALPE) DATA and county procedures and guidance.

All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- where close supervision is required
- suitable group size



- where particular skills need to be taught
- personal protective equipment (PPE)
- levels of hygiene required

5. Drugs & Medication (Separate Policy)

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.

There is no legal duty requiring school or setting staff to administer medicines. However the school recognises that children with medical needs have the same rights of admission to a school or setting as other children.

The school has adopted the DCFS guidance Managing Medicines In Schools And Early Year Settings. It also has its own "Supporting Pupils with Medical Conditions" policy.

For more complex needs the school has adopted the 'DCFS and Council For The Disabled Children Guidance' called 'Including Me'

6. Electrical Equipment [fixed and portable]

Portable electrical equipment will be inspected in accordance with Corporate Building Services Technical Briefing Note EM005 Portable Appliance Testing on an annual basis by an authorised body. Staff should not use their own electrical equipment unless it has been inspected by a qualified electrician.

Fixed electrical checks will be carried out in accordance with Corporate Building Services Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection

7. Fire Precautions & Procedures

The guidance Fire Safety Risk Assessment - Educational Premises issued by The Department for Communities and Local Government (DCLG) has been adopted.

The named competent people [Kate Burke – Executive Headteacher, Tracy Wood – Operational Headteacher, Keren Lee – Caretaker, Sharon Thorne – Teaching Assistant – Fire officers] who are responsible for the implementing the fire Management Plan by:-

- Detailing of any significant findings from the fire risk assessment and any action taken.
- testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices



- testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person
- recording of false alarms
- testing and maintenance of emergency lighting systems
- testing and maintenance of fire extinguishers, hose reels and fire blankets etc
- testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems
- recording and training of relevant people and fire evacuation drills
- planning, organising, policy and implementation, monitoring, audit and review
- maintenance and audit of any systems that are provided to help the fire and rescue service
- the arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire
- all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors

8. First Aid (Separate Policy)

The school will follow the statutory requirements for first aid and provide suitably trained first aid staff.

The following staff members are trained first-aiders: H Wright, A Assirati, N Millin, L Cooper and S Thorne

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use: Each classroom and School Office on the First Aid Cupboard.

9. Glass and Glazing

All glass in doors, side panels must be safety glass and all replacement glass must be of safety standard. Continual assessment of premises will be undertaken where there are areas with low standard glass which has been covered in plastic film.

10. Hazardous Substances

GCC SHE Procedure SHE/Pro/4 Control of Substances Hazardous to Health (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used line managers themselves, or a designated employee, will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

11. Health and Safety Advice (where the school buys the service)

Health and safety advice is obtained from Gloucestershire County Council SHE Unit 01452 425349/50 SHEunit@gloucestershire.gov.uk

12. Handling & Lifting



Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

Managers are responsible for assessing the appropriate approach to handling task and may seek professional advice from the SHE Unit and Occupational Health as necessary.

13. Lettings/Shared use of Premises

The school will follow the guidance issued in Resource Management Factsheet 4: The School Site & Buildings: Use by Governors & Third Parties issued as part of the extended schools guidance.

The governing body will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.

14. Lone Working (Separate Policy)

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety. The school has a separate lone working policy.

15. Maintenance / Inspection of Equipment

Guidance issued by corporate building services on servicing, testing or inspected is followed and records kept.

16. Personal Protective Equipment (PPE)

Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE.

Where it is assessed that PPE is required it shall be appropriately selected and provided.

A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

17. Risk Assessments



The SHE Procedure SHE/Pro/2 Risk Assessment should be followed as guidance to the risk assessment process.

Risk assessment is the responsibility of the school's management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities.

Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances.

Risk Assessments are held in the main office. These are available for staff, contractors and governors to view. Within the building file (also in the main office) all inspections, monitoring and testing in connection with H&S are stored.

18. School Trips/ Off-Site Activities

The school complies with DCFS and LA guidance on offsite visits and school journeys.

The named competent person nominated as an Educational co-ordinator (J. Newman) is responsible for:

- supporting the head and governors with approval and other decisions
- assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience
- organising the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc
- organising thorough induction of leaders and other adults taking pupils on a specific visit
- organising the emergency arrangements and ensure there is an emergency contact for each visit
- reviewing systems and, on occasion, monitor practice.

19. School Transport

Where staff are required to drive as part of their job, line managers/heads of department will record any significant findings from the risk assessment and action taken.

Check that on an annual basis that drivers hold a current and valid drivers licence, undertaken county MIDAS training, hold appropriate business insurance and an MOT where relevant.

20. Staff Consultation

The Governing Body, through the Executive Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The



nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

21. Staff Health and Safety Training and Development

Line managers/heads of departments within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.

Line managers conducting the PAR process will consider health and safety performance and address areas of concern with employees.

Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues line managers/heads of department will be addressed as a matter of priority.

22. Staff Well-being / Stress

Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within GCC to manage stress and assist staff. Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the mental health and wellbeing Policy.

23. Use of VDUs / Display Screens

The majority of staff within the school are not considered to be DSE users. The school will adhere to the GCC Corporate policy, guidelines and procedure SHE/Pro/5 – Working with Display Screen Equipment.

Line managers heads of department will ensure that DSE workplace assessments are conducted for all users.

DSE assessments will be reviewed annually and where equipment changes or office layouts change or when there is staff changes.

24. Vehicles on Site

The Governors will endeavour to:



- segregate access vehicular and vulnerable (pedestrians & cyclists) traffic
- design out vehicular and vulnerable traffic route conflicts, both at access and on site
- wherever possible avoid same access for all.

25. Violence to Staff / School Security (Separate Policy)

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Operational Headteacher and governing body who will liaise with their local Crime Prevention Officer.

Managers/heads of department are responsible for assessing the risks of violence to staff.

Where violence is identified as a significant risk line managers will ensure that appropriate control measures are put in place. The school has its own policy on this “Managing aggressive behaviour from parents and visitors” Staff must report incidents of violence and aggression in line with the policy.

26. Working at Height

Line managers/heads of department will ensure that working at height is risk assessed in accordance with LA guidance and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

27. Work Experience

Work experience co-ordinators will ensure that the working practices outlined **Work-related learning and the law** – Guidance for schools and school-business link practitioners and **Work experience** – A guide for secondary schools. is followed at all times.

28. Workplace Inspections and Premises Risks

Line managers/heads of departments responsible for premises/departments to undertake workplace inspections every three months.

The site manager will ensure that hazards associated with premises are monitored and controlled. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.

Managers should refer to the Good Stewardship Guide published by Corporate Building Services for more detailed guidance on premises risk. For further information, site managers should contact Corporate Building Services.



Links to other policies:

Safeguarding
Lone Working
Educational Visits
First Aid
Supporting Pupils with medical conditions
Schools Closure policy
Snow policy
Whistleblowing
Staff Code of Conduct
Drug and Substance misuse
Behaviour, Rewards and Sanctions
E-safety / Online safety
Swimming
Exclusions
Mental Health and Wellbeing Policy