

# Bitterne C of E Primary School



# Policy for Health & Safety

Headteacher

**Last review-**            **April 2019**

**Next review –**        **April 2023**

Signed – Headteacher  
Date – 08/03/2023

## **POLICY STATEMENT**

The provision for a written Health & Safety Policy and Guidelines is mandatory under the Health & Safety at Work Act 1974.

The governing body has developed local arrangements for delivering effective health and safety management, this will set out in detail the roles, responsibilities and duties of named individuals, who will co-ordinate, manage and carry out the local procedures, under the overall supervision of the Headteacher, and within this Health and Safety policy.

Bitterne CE Primary School is committed to ensuring the health and safety of staff, pupils, visitors and contractors and to providing a safe environment for all those attending the school's premises.

At Bitterne CE Primary School we aim to:

- Establish a safe environment throughout the school
- Establish and maintain safe working procedures amongst all staff and pupils
- Establish accident and emergency procedures
- Develop a culture of safety consciousness as a general objective
- Establish clear regular and rigorous monitoring procedures

The governing body is committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, provision and maintenance of safe plant and equipment, ensuring the safe handling and use of substances, consulting with staff and providing appropriate information, instruction, training and supervision and taking steps to prevent accidents and cases of work-related ill health.

The governing body will take reasonable steps to fulfil these responsibilities within the framework of the Health and safety at Work etc. Act 1974 and the Management of Health and safety at Work Regulations 1999, other Regulations, Approved Codes of Practice, Guidance, etc. made under the primary legislation.

The governing body will ensure that appropriate policies are in place, reviewed regularly and kept up to-date.

## **STATEMENT OF INTENT**

Bitterne CE Primary School recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as "staff", "workers", "employees", include both paid and volunteer workers / students on work placements.

It is the policy of the School to promote the health and safety of all staff, volunteers, pupils and of all visitors to the school. At Bitterne CE Primary School we:

- Take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities;
- Take steps to ensure compliance with all relevant health and safety legislation;
- Provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained;
- Ensure health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- Expect all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others;
- Provide the necessary information, instruction, supervision and training to all employees and pupils where applicable;
- Acknowledge and actively support the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively;
- Evaluate and review our Health and Safety Policy to ensure its objectives are met and, as necessary, modify the Policy in light of new legislation, incidents and other changing circumstances;
- Will set out full details of the organisation and arrangements for the management of health and safety in the school in writing and communicate these to all employees.

## **AIMS**

Bitterne CE Primary aims to ensure that so far as is reasonably practicable:

- All employees are safeguarded in respect of Health, Safety and Welfare whilst at work.
- All pupils and members of the public, including parents/carers, visitors and contractors and employees who enter school's premises, are not exposed to any health and safety risks during the course of their business
- All staff are suitably trained in health and safety matters.
- Sufficient resources are provided to enable suitable and sufficient safeguards to be put in place, and for the training of relevant staff.
- No work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
- All contractors are able to demonstrate, prior to commencement of work, that they have suitable risk assessments and arrangements for securing proper Health and safety, including, where necessary, a written statement of policy.

## **THE SCHOOL'S OBJECTIVES ARE TO;**

- Provide conditions and systems of work for all employees which prevent any danger to health.
- Develop risk assessments as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
- Maintain and keep under review a health and safety management system to ensure that the health, safety and welfare of all employees, pupils and members of the

- public are under continuous review by management at all levels.
- Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff or the public.
  - Provide means of access and egress which are safe and without risks to health.
  - Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the Health and safety at work of all employees and pupils.
  - Ensure safe arrangements are made for the storage, handling and transport of articles and substances.
  - Ensure that the school will have and maintain up-to-date fire procedures and documentation and that all employees and pupils are familiar with them.
  - Develop safety awareness culture among all employees and pupils and to promote individual responsibility for Health and safety at all levels.
  - Ensure that procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place prior to commencement of work, and arrangements for securing proper health and safety of employees and anyone on the school site affected by their work.
  - Ensure all contractors who hold a support contract, or in regular attendance at school, must be DBS certified and details held on school central record. For any procured works that will be delivered outside of school and/or term time, a DBS will be expected but not preclude them from consideration.
  - Ensure that managers (Headteacher, Deputy Headteacher, Site Manager and Business Manager) in the school are suitably trained.
  - Ensure that sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the school site or outside the school if engaged in school business.
  - Ensure that sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems.

## **RESPONSIBILITIES**

This policy is largely dependent upon the total co-operation of every person who works at Bitterne CE Primary. The school expects all employees to co-operate in ensuring the health and safety of all staff, pupils and visitors.

## **THE GOVERNING BODY**

The governing body has the overall responsibility within the school for:

- Establishing, maintaining, monitoring and reviewing the school Health and Safety Policy in order to meet the health and safety requirements
- Agreeing and maintaining any necessary health, safety and security contracts with contractors;
- Appointing a Designated Member of the Governing Body to be responsible for liaison on Health and Safety issues with the Headteacher
- Ensuring that there is a system for appropriate risk assessments to be carried out, recorded and regularly reviewed.
- Ensuring that standards of welfare are established and maintained for staff, pupils and visitors
- Ensuring that staff are trained in Health and safety as appropriate

- Ensuring adequate resources to enable the Health and Safety Policy to be carried out
- Ensuring that health and safety issues are put on the agenda of all appropriate governing body meetings (or shared committees / working groups) in the school – this includes having health and safety as standing agenda item.
- Ensuring that appropriate arrangements are in place for effective liaison with health, safety and security contractors.

Designated Member of the Governing Body with responsibility for Health & Safety is responsible for:

- Liaising with the Headteacher to ensure that the Bitterne CE Primary policies are carried out;
- Ensuring that proper oversight of any contract with contractors is maintained;
- Participating in a site inspection at least once a year;
- Inspecting the accident / incidents books on a regular basis and at least once a term;

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## **HEADTEACHER**

The Headteacher (or, when absent, the Deputy Headteacher) will be responsible for the overall implementation of the Health and Safety Policy. The Headteacher is responsible for:

- The health, safety and welfare of staff, pupils, visitors and any other person using the premises;
- Ensuring safe working conditions for all of the above (staff, pupils, visitors etc.);
- Ensuring safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus;
- Ensuring that liaison with contractors is maintained and that regular reports are obtained;
- Ensuring that the welfare of staff and pupils is seen as a priority by all staff;
- Consulting with members of staff and TU Safety Representatives on health and safety issues;
- Arranging for appropriate supervision of pupils;
- Carrying out periodic safety reviews and audits;
- Identifying the training needs of all staff and pupils, and ensure, within the financial resources available, that adequate and appropriate training is provided;
- Encouraging staff, pupils and others to promote health and safety and to suggest ways of reducing risks;
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out in a timely manner;
- Delegating to the School Business Manager appropriate tasks for the day-to-day implementation of the policy;
- Ensuring that parents/carers are kept informed on any health and safety issues and enlisting their support as appropriate;
- Ensuring that a Disability Accessibility Plan is in place and is appropriately reviewed triennially or at any time that a particular pupil's needs may warrant such a review;
- Taking responsibility for fire safety arrangements as set out in the Fire Safety Regulations;
- Keeping the Governing Body informed of the progress of the implementation of the

policy, and informed about changes to the law and guidance.

## **THE SCHOOL BUSINESS MANAGER**

The Schools Business Manager will be responsible to the Headteacher for:

- Managing, co-ordinating and monitoring health and safety matters within the school;
- Ensuring that the school's Health and Safety Policy is implemented;
- Reporting directly to the Headteacher on health and safety issues;
- Liaising as appropriate with the member of the governing body with health and safety responsibility and working together to ensure that either the School Business Manager or the Designated Governor for health and safety, reports back on health and safety to the governing body at every Full Governing Body Meeting.
- Ensuring that suitable and sufficient risk assessment are carried out, that appropriate controls are implemented and be the 'competent' person as required under the Management of Health and Safety at Work regulations 1999;
- Liaising with the Site Manager and any other contractors and making reports to the Headteacher on the progress of the contractual requirements;
- Agreeing and maintaining any necessary health, safety and security contracts;
- Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action;
- Consulting staff health and safety representatives and committees as appropriate;
- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the school);
- Ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the Health and Safety Policy that affect them;
- Ensuring that contractors and persons hiring any part of the premises are aware of the Bitterne CE Primary policy;
- Ensuring that all necessary safety signs and notices are displayed;
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff;
- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers, understand and implement the Health and Safety Policy as appropriate;

## **SITE MANAGER**

The Site Manager will be responsible to the Headteacher for:

- Be responsible to the SBD for the implementation and operation of the policy as it affects their areas of responsibility;
- Familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Set up and implement safe methods of work;
- Apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- Instruct all staff, pupils and others under their jurisdiction in safe working practices;

- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use; •
- Make available appropriate protective clothing and equipment, first aid and fire appliances; •
- Ensure that all staff and pupils in their areas know the emergency evacuation procedures;
- Ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- Provide appropriate health and safety information to relevant persons;
- Report any health and safety concerns to the SBD. The school will assign similar responsibilities to other staff as relevant.

## **STAFF**

All members of staff have a duty to:

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, and pupils in their care;
- Carry out all supervisory duties before the beginning of the day, at break times and at such times as set out in the school's staff duties requirement and duty roster;
- Take reasonable precautions in safeguarding themselves and others;
- Know and understand this health and safety policy;
- Observe all health and safety rules and procedures set out by Bitterne CE Primary and use all health and safety equipment provided;
- Alert the Headteacher / Business Manager / Site Manager, as appropriate, to any potential hazard noticed;
- Report all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- Report any concerns they may have about the health, safety and welfare of any pupil in line with the school's Safeguarding Policy;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- Ensure that no pupil is allowed to dismantle or clean a prescribed dangerous machine;
- Ensure that they are familiar with fire drills, fire alarm systems means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work; and
- Participate in any relevant training.

All staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings. Bitterne CE Primary recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make common-sense decisions about risk

assessment and control measures. Each and every member of staff must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the Act and supporting legislation as well as under this Health and Safety Policy. Springwell will ensure that sufficient resources are allocated to ensure as far as is reasonably practicable that employees, pupils and visitors are kept healthy and safe.

All members of staff are required to read this Health & Safety Policy and other associated documentation. Staff will be asked to complete a Policy Declaration Form on an annual basis.

## **CITY CATERING**

In addition to the above the City Catering will also be responsible for:

- Implementing the relevant Bitterne CE Primary School policies;
- Applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- Training and instructing all catering staff in the emergency procedures;
- Carrying out regular reviews of the procedures and informing the SBD of any issues of concern;
- Recording results of the monitoring and review of procedures; • Ensuring that all catering staff have opportunities for raising concerns about health and safety issues.

## **RISK ASSESSMENT**

All members of staff in charge of safety areas are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Bitterne CE Primary will offer training on risk and risk assessments to enable staff to be suitably qualified or experienced to carry out appropriate risk assessments.

The School's risk assessment pro forma must be used by all staff, and completed assessments must be sent to the Headteacher and retained on the school's system, and made accessible to all relevant staff through the system management.

Any one carrying out risk assessments will receive appropriate training to enable the risk assessments to be carried out. Risk Assessments must be reviewed regularly, but at the least once a year, and after any serious incident, with a view to ensuring that the control measures have been effective. The SBD will ensure that suitable and sufficient risk assessments are carried out, and determine those which can be done locally or at school level and those which can be done by any other outside contractors.

## **FIRE SAFETY**

- All members of staff will:
- Familiarise themselves with the fire safety procedures;
- Ensure that fire doors open as intended and that nothing impedes their opening;
- Ensure that any fire equipment for which they are responsible is properly



- maintained and checked periodically;
- Know any special fire precautions for equipment and materials that they use;
- Check periodically that the fire notices are on display in their teaching areas;
- Ensure that pupils know the alarm and evacuation procedure and route from the area to the assembly area;
- Keep a register of pupils present in each teaching period;
- Report to the Site manager any hazards likely to cause a fire.
- The Fire marshals have the responsibility for directing any visitors to the School to the assembly area in case of fire, however all staff must be aware that visitors will need to be properly directed.
- Training in action to be taken on hearing the fire alarm will be provided by the school.

## **MEASURING PERFORMANCE**

Bitterne CE Primary School will support relevant staff in carrying out their responsibilities for health, safety and security in their areas.

The Headteacher will ensure that the following are carried out as appropriate.

- Regular documented audits
- Appropriate site inspections
- Review of risk assessments and the subsequent control measures • Surveys by the Health and Safety Governor
- Attendance at Health and Safety as part of the Finance Committee
- Information coming out of meetings, and how it is dealt with
- Results of any external reviews/investigations
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review
- A system of reviewing and developing improvement plans as identified
- Sharing experiences, findings and good practice within the school.

## **STATUS REVIEW**

Bitterne CE Primary School will, at the end of each year or appropriate period, draw up a Status Report on health and safety management across the school. The review will comprise:

- A review of the overall fulfilment of risk assessments and other health and safety tasks
- A review of the overall decrease/increase in risks
- A review of the overall decrease/increase in accidents/incidents
- Any other findings in the annual audit
- Changes in the organisation, policy or structure
- New processes and new technology
- External influences - legislation/guidance/British Standards/auditors reports • Proposals for improvements

The Headteacher will ensure that copies of the Status Review will be given to all members of the governing body, all staff, and to parents/carers where this is seen to be

advantageous.

## **STAFF DEVELOPMENT**

All staff will receive this policy and will be expected to read it, and to read the sections and appendices on the arrangements that affect them in their work. The Heads of School will to keep staff informed of any changes through Health and Safety Committee, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

The School undertakes to provide extra training for staff where a need is identified. T

## **EQUALITY ACT**

The school must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils and visitors to make use of the school's facilities and curriculum as far as is reasonably practicable.

The Disability Accessibility Plan must be kept under review and implemented as appropriate.

## **PROCEDURES & ARRANGEMENTS**

### **INTRODUCTION**

The following procedures and arrangements have been established at the school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief, alphabetical summary of all the key health and safety arrangements. More detailed arrangements can be found in relevant school policies.

### **ACCIDENT/INCIDENT RECORDING/REPORTING**

Staff will be informed at induction about accident/incident reporting procedures. Even minor accidents can result in future issues and great care must be taken to ensure they are recorded immediately. Staff will also be reminded that the proper recording of accidents/incidents is in their own interests.

### **STUDENTS/ PUPILS**

All accidents to Pupils/students involving injury are to be recorded by using the pupil minor accident forms. Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative. These must be reported using an online HS1 form.

<https://scc.info-exchange.com/InjuryAccident>

### **STAFF**

All accidents to staff are to be recorded and this will be done by immediately inputting information on the online HS1 form.

### **VISITORS**

All accidents to visitors other than students are to be recorded and this will be done by

immediately inputting information on the online accident form.

## **NEAR MISS INCIDENTS**

For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an online accident/incident form is to be completed.

<https://scc.info-exchange.com/NearMissHazards>

## **VIOLENT/ BEHAVIOUR INCIDENTS**

These include violence, bullying and harassment. Employees must feel secure in their work and this is facilitated by the introduction of safe guidance procedures. Attention will be given to an effective lone working system which e.g. includes the reporting in and back up arrangements for staff carrying out home visits, especially where there may be a risk of violence. An online violent incident form must be filled out at all times.

<https://scc.info-exchange.com/ViolenceIntimidation>

## **ASBESTOS**

Bitterne CE Primary School recognises its duty to manage asbestos and as such a survey of all of our premises has been carried out by competent persons to identify any potential Asbestos Containing Materials (ACMs) and establish an asbestos "register".

All staff, visitors & contractors should ask to see a copy of it and sign to say they have read it. A copy is also available on the main reception area at each school.

Members of staff are also to be made aware of any ACMs identified within their department and are to report any noted damage to them immediately to the Site Manager who will arrange for any remedial action necessary, to be taken.

The Asbestos Management Plan (AMP) is also kept by the Site Manager and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

## **BOILER ROOM**

Boiler rooms in schools will be kept clear and locked at all times. Any contractor wishing to gain access to the boiler room must contact the site manager. If they are unavailable, they will be escorted by a member of school staff. Keys will not be given out, without permission. Boiler rooms may contain asbestos. Anyone accessing the boiler room must make themselves aware of the asbestos register and sign the form. The gas boilers will be serviced yearly by a competent person.

## **COMPETENCY**

All staff appointed are considered to be competent to perform the tasks they are given. Specifically, with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students. For each job/role basic competency requirements are included in the job description but for health and safety, the school will cover this in an induction programme for whole School staff and subject specific H&S requirements.

## **CONTRACTORS ON SITE**

It is the policy of the School to insist that regular contractors carrying out works on site are DBS checked. However, it realises that temporary/short notice works may need to be done. Therefore, to ensure the safety of our pupils the following will be adhered to:

- a) Where contractors are carrying out construction work for schools which will last more than one day in duration, the work area will be established as a construction site and will be fully fenced off to provide a clearly segregated work area for the contractors and prevent unauthorised access. The boundaries of the work area will be agreed between the contractor carrying out the work and the Site /Head of Estates. If contractors require access within site but outside of the segregated area, they are to contact the Site Manager/staff to arrange for the personnel who require being outside of the site boundary, to be escorted by a member of staff.
- b) Contractors carrying out short term work on site (one day or less in duration) will be escorted by a member of staff at all times. The Site Manager will arrange this with the cooperation of the head of department where the work is being carried out. The Contractor must provide a Risk Assessment and, where applicable, a "Method Statement" for their work with an explanation of the manner by which it will be put into effect, in addition to other specific information requested by the Head of Estates /Site Manager to assist in assessing any Contractors competence. The suitability of the documentation received and competence of the contractor will be assessed by the Head of Estates prior to work commencing. The documentation at Appendix 13-16 of the H&S Manual found on the intranet will be used to gain and assess the documentation and contractor competence. Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, students and other visitors on site. The schools will provide details of its safe systems of work to the contractors where relevant, fire evacuation procedures and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of the main policy will/has also been provided to them. The contractors must be issued with a visitors pass and advised that it must be worn at all times.

## **CURRICULUM SAFETY**

Teaching staff will undertake to complete written risk assessments prior to commencing any hazardous activity, or when using specific equipment for the delivery of the curriculum.

The PE Manager will undertake training for safety in PE and new legislation met with regard to completion of risk assessments for physical activities in school. All out of school clubs will complete and risk assessment of their activities.

## **DRUGS & MEDICATIONS**

The school policy for administration of medicines is outlined in the school prospectus. Any medication that is administered requires parental agreement and agreed dosage must be signed by the parents/guardians. When administered, the time, amount and who administered the medication is recorded in a book. All medicines are kept secure in the Medical Room and if necessary in the fridge. Only prescribed medication will be administered. See the school and individual school's supporting pupils with medical conditions policy and safe guidance procedures for further information.

## **ELECTRICAL**

The school will ensure that PAT testing yearly on all of its electrical Equipment is carried out on an annual basis.. Appropriate records will be maintained and

all staff are required to report defects.

### **FIRST AID**

The school will carry out a first aid risk assessment to ensure there are enough first aiders. A list of staff holding a first aid at work certificate is on notices displayed in the medical rooms.

### **FOLLOWING AN ACCIDENT**

In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance. In cases involving pupils/ students, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention. E.g. in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised.

### **FIRST AID BOXES/MATERIALS**

First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site. The Admin Officer at work or appointed person is responsible for checking that first aid kits are kept well stocked. This is also delegated to staff in charge of first aid kits for trips and events. First aiders should keep a record of supplies used for treatment purposes and inform the relevant person as soon as possible so that stock can be replaced / ordered.

### **INJURIES INVOLVING BLEEDING**

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in the medical rooms.

### **FIRE EVACUATION**

All staff are expected to know what to do in the event of a fire and what measures are required to reduce the fire risk as far as possible. This will be done through regular fire drills and induction. To assist in achieving this, all induction sessions will include fire safety awareness. Fire drills will be carried out to ensure that staff are familiar with the procedures as they are updated. In addition, fire notices and posters will be positioned around site.

Any interference with any safety systems within the schools (e.g. blocking fire exits) will be regarded as a serious breach of Health and Safety Regulations.

The following is a summary of the procedure:

- Anyone discovering an emergency situation should press the nearest “break glass” to activate the Fire Alarm.
- When the fire alarm sounds all persons should leave the building by the nearest exit. Lifts should not be used.
- Walk quickly to the assembly point and stay there unless requested to do otherwise by the Fire Marshal. Assembly points are clearly marked.
- Do not stand near any buildings. Assembly points are a safe distance away from the building.

- Do not re-enter the building until instructed to do so. Obey instructions issued by the Fire Officer, Headteacher and Fire Marshal.

## **BASIC FIRE SAFETY RULES**

There are a number of basic fire safety rules, many of which are no more than tidiness and good housekeeping:

- Combustible materials, such as cardboard boxes and packaging materials should not be kept about the school unless they are specifically required for some purpose. When such materials are not in use, they are to be kept in a designated storage area.
- Corridors, stairways, entrances and exits are to be kept clear and, in particular, kept free of combustible materials. Stairways and corridors, which form part of escape routes, must always be kept clear.
- Classroom displays and work displayed in corridors are to be set up with care. Decorations can be a fire risk if they are hung near sources of heat or from light fittings.
- Waste-paper bins are to be made of metal or other non-combustible materials.
- Bitterne CE Primary School operates a NO SMOKING policy for the school.
- Stock rooms for stationery and other combustible materials are to be kept tidy & securely locked.
- Boiler rooms must be kept clean, clear and locked.
- Electrical equipment must be used properly and kept in a safe working order. Electrical points are never to be overloaded and wiring must be checked regularly.
- Clothing and costumes used for school plays and shows are highly inflammable. These must never be placed close to any heat source, e.g. floodlights, candles or other stage lighting.
- General rubbish bin storage areas must be kept locked

## **PEEP**

We will ensure that the Personal Emergency Evacuation Plan (PEEP), will be carried out so that children and staff who require assistance, because of a physical, disabling or medical condition, are safely evacuated in the event of an emergency situation.

## **HAZARDOUS SUBSTANCES COSHH**

The requirement to assess hazardous substances either in use or created by schools' operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant subject areas or in the standards followed, e.g. CLEAPSS documentation for both Science and DT. If staff have any questions on hazardous substances these should be raised with subject leaders. Staff are to be aware that they must not bring substances onto site without approval.

Cleaning chemicals used by cleaners must be kept in a locked cupboard and there were material data sheets in place for these substances.

## **INFECTIOUS DISEASES**

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on Infection Control in Schools and other Child Care Settings'.

## **LEGIONELLA**

The school has a legionella risk assessment in place to identify potential areas of the system that may promote uncontrolled legionella bacterium growth. Where necessary water system pipework improvements may be made and regular treatment of the water system is carried out, schools will ensure a maintenance schedule is in place to flush the water systems on a regular basis and after school holidays.

## **MANUAL HANDLING**

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10kgs, must be covered by a written manual handling assessment.

All staff must ask themselves the question when considering undertaking any manual handling operation can I move the objects where I need to safely and without risks to health?

Where staff feel the answer is no, or they are unsure, they must not attempt the operation until they have obtained assistance.

## **MANUAL HANDLING – STUDENTS**

All students who may need to be lifted or supported are assessed using the manual handling assessment forms for Schools. The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the students use, e.g. standing frames, wheeled chairs and hoists.

## **NEW AND EXPECTANT MOTHERS**

The school recognises when carrying out risk assessments for its undertakings that in general, the risks to new and expectant mothers are to be considered and the findings of the assessment communicated to the employees.

As soon as an employee has given written notification that she is pregnant, has given birth in the last six months or is breast feeding, the Headteacher must be informed. A specific risk assessment will be carried out for that person by the school.

This risk assessment must consider any medical advice given by the employees GP or midwife and will pay particular attention to any of the following that may be applicable:

- (a) Manual handling.
- (b) Standing or sitting for long periods of time.
- (c) Exposure to infectious diseases.
- (d) Exposure to lead.
- (e) Work related stress.
- (f) Workstations and posture.
- (g) Exposure to radioactive material.
- (h) Threat of workplace violence.

- (i) Long working hours.
- (j) Excessive workplace noise.
- (k) Exposure to hazardous substances.

This risk assessment will be regularly reviewed to ensure that it remains valid. Employees will be afforded the following maternity rights:

- Paid time off work for antenatal care. An appointment card or other document showing that an appointment has been made will be required (with exception of the first appointment).
- Maternity leave.
- Statutory maternity pay.
- Protection against unfair treatment in the workplace.
- Employees returning to work after maternity leave should inform their School in writing if they intend to breastfeed.

Employees are requested to make this notification as early as possible to allow further risk assessment and arrange suitable facilities. This will be a private, safe and healthy location. Though not a legal requirement, the school will endeavour, where required and possible, to also provide safe and hygienic storage for expressed milk.

### **Office Safety**

The school recognises that if the school's office environment is not properly maintained some office workers may be affected resulting in them experiencing some forms of ill health (e.g. headaches, lethargy, eye, nose, and throat problems) and with that in mind, we will monitor the office environment and investigate any adverse effects. To prevent such ill health in the office we will ensure the following issues are addressed:

### **VENTILATION**

For most of the offices requirements, opening windows or doors will provide adequate ventilation.

### **WORKSTATIONS**

Workstations will be assessed in accordance with the relevant section of this policy.

### **TEMPERATURE**

We will ensure a comfortable temperature is maintained.

### **LIGHTING**

We will provide adequate lighting. Where possible, the offices will have natural lighting where reasonably practicable. Where artificial lighting is used it should be sufficient so as to avoid visual fatigue and prevent glare and reflection into the employee's eyes.

### **MAINTENANCE**

All offices are provided and maintained in accordance with the Workplace (Health and Safety) Regulations 1992 as a minimum. We will ensure that all office machinery is sited and maintained correctly and is serviced regularly. Staff required to use office machinery will be given training and instruction in its use, relevant to the safety aspects of the equipment.

### **STORAGE**

High shelving will be avoided, or if not, use of proper facilities provided to enable staff to reach items safely. Storage units/shelving should be inspected at regular intervals for



damage and overloading. The Site Manager will ensure that shelving is marked with its Safe Working Load to ensure it is not overloaded.

## **PORTABLE ELECTRICAL EQUIPMENT**

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition, the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment. All staff and students are not allowed to bring any private electrical equipment.

## **RISK ASSESSMENTS**

All staff have a responsibility to highlight risks likely to impact staff, pupils or visitors to the school site through any aspect of the school's work. The Headteacher and Senior Leadership Team regularly review general risk assessments including those required by legislation, this includes D.S.E and lone working risk assessments. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff.

Teachers and the Site Manager are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the Headteacher who reviews & monitors their effectiveness alongside staff. The school will carry out suitable risk assessments as per those listed on the risk register. Using the appropriate risk assessment templates.

- Risk identification - All hazards will be identified and recorded unless eliminated completely
- Risk rating – The overall risk will be low or negligible if any higher, the RA will need to be reviewed
- Control measures – Adequate control measures will be put in place to eliminate/reduce the risk. All Staff will be made aware of the Risk Assessment applicable to them
- Review process – Risk Assessments will be reviewed annually or earlier if there are significant changes.

## **COMPUTER WORKSTATION ASSESSMENTS**

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must have a DSE assessment completed. Assessments are completed by the Admin Officer.

## **FIRE RISK ASSESSMENTS**

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. A fire drill will be carried out once a term or more often (but not less) as the Headteacher deems it necessary.

All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building; fire extinguishers are provided to aid escape if required & if you are competent to use them.

## **SAFEGUARDING**

The school has separate policies for dealing with the safeguarding & protection of children and young people and a DSL (Designated Safeguarding Lead) has been appointed. All staff need to be aware of the policies, copies of the relevant policies will be issued during induction. Child Protection will be included in induction and a more detailed training session will be carried out once a year. Enhanced DBS checks will always be obtained for anyone working at the school.

## **SITE SECURITY**

The school has a Site Security Policy in place and this is regularly reviewed. If staff have any questions on Security they should initially speak to the Headteacher.

## **NO SMOKING POLICY**

The school follows Southampton City Council's a 'No Smoking' Policy which bans smoking in all council buildings.. This is to encourage and promote a clean, safe and healthy environment in which staff and students can work. Smoking materials present a potential fire hazard in the schools and research has also indicated that there are risks to health from 'passive smoking'.

Staff who are smokers must refrain from smoking on all school premises. It is the responsibility of all to ensure that the No Smoking Policy is applied.

## **TRAINING**

The school will ensure that employees are given adequate instruction, information and training to carry out their jobs safely and without risks to health, in accordance with its legal obligations.

These obligations are written into the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. Employees have a duty to attend relevant health and safety training courses (Section 7 of the Health and Safety at Work Act 1974).

New employees will have a H&S Induction before starting work, they will also be trained on the use of relevant equipment they will use and employees are advised to read this policy in order to become familiar with the school's policies and procedures.

Online courses are available and all staff must carry out the Fire Safety Training on an annual basis, DSE where relevant to office staff. COSHH for cleaners and site staff etc. All other courses should be made available to staff.

Employees are also advised of their duties under Section 7 of the Health & Safety at Work Act etc. Act 1974 and under Regulation 14 of the Management of Health and Safety at Work Regulations 1999.

In summary these duties are to:

- take reasonable care for your own health and safety and that of others who may be affected by what you do or do not
- co-operate with your manager on health and safety, and reporting promptly any situation you believe to be unsafe
- correctly use work items provided to you, including personal protective equipment, in accordance with training or instructions; and not interfere with or misuse anything

provided for your health, safety or welfare.

## **VIOLENT INCIDENTS**

Employees must feel secure in their work and this is facilitated by the safe working procedures. Whenever there is the potential for a violent or aggressive incident, a risk assessment must be carried out and recorded as a legal requirement, and action taken to reduce the risk to a tolerable level that is as low as reasonably practicable. The risk assessment must identify risks from all sources including the general public, pupil's family and friends, and visitors or other parties that have the potential to become involved.

Physical safety of staff is more important than the security of buildings or cash. The school will do all it can to ensure the safety of the staff is met. Employees involved in violent incidents will always have the opportunity to discuss what has happened in detail with their line manager and counselling will be offered. Any incidents of violence must be recorded on the online violent Incident report form.

## **WELLBEING /WELFARE**

The wellbeing of staff is seen as an integral part of the school's H&S responsibilities. The Governing Body has statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the school. All staff have the right to a reasonable work/life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Headteacher or line manager.

Sickness absence or health concerns will be dealt with under the schools' absence policy.

## **WORK AT HEIGHT**

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds.

Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a work at height assessment.

Before commencing any work at height activity all staff are required to ensure that they are familiar with the contents of the work at height risk assessment. Staff are not to carry out work at height unless it is agreed in advance by the Headteacher and then only if in line with the control measures indicated on the appropriate risk assessment.

The Site Manager will ensure they have attended work at height training. Staff must not work at height alone on school premises.

## **WORKING ALONE**

Staff should not work alone at the school site due to the many risks involved, such as personal assault, accident or sudden illness. Any member of staff wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on site – ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers.

If you arrive at the school outside of normal school hours and find another colleague is already in the building, let them know you are on site. If you are about to leave the building, and just one or two other colleagues are remaining on site, let them know you are

going.

However, if this is not possible and you urgently need to access the Premises you must advise the Headteacher or Site Manager and departure should also be sent to allow monitoring of safe working to take place.

- Do not work at heights on a ladder or steps.
- Do not go into lofts or any other space in which you might become trapped.
- Do not do any tasks involving hazardous tools or materials.
- Avoid working outside of the main building.
- Lock the doors and close the windows to prevent intruders.
- Know the location of your nearest fire exit and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Carry a mobile phone with you.
- If working after dark, carry a torch.
- Park your car at the front of the building where there is an external light. Move it there whilst there are still others on site if you are planning to work late.
- When leaving, limit the amount you are carrying to have one hand free.
- Ensure someone knows where you are and your estimated time of arrival home.
- If you arrive at the school and find any sign of intruders, do not enter the building. Instead, call the police.
- If you become aware of intruders or vandals, do not challenge them. Instead, call the police.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.
- See the lone working policy & safe guidance procedure.

### **WORKPLACE INSPECTION**

An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992. The school will undertake a termly inspection, to identify defects within the workplace.

If you have any concerns about your work place, please report these to the Headteacher or Site Manager.