Edale Rise Primary and Nursery School – Health and safety Policy

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

The next review is September 2027

Headteacher: DM Crosby

Site Manager: Ian Hutchinson

Chair of Governors: Ian Forbes

Health and Safety Governor: Zuzanna Sadecka

This policy has been brought to the attention of all employees and is kept readily available for employees on the staff share server at Edale Rise Primary and Nursery School

Responsibilities

Duties of the Academy Trust

The ultimate responsibility for health and safety rests with the employer although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Head Teachers (detailed below).

The Trust will:

- Establish mandatory health and safety policies/outcomes that schools follow/achieve.
- Monitor schools' compliance with legislation and policies.
- Monitor schools' health and safety performance.
- Provide direction/s as necessary to school management in the interests of health and safety.
- Ensure school management are appropriately trained in health and safety principles.
- Ensure any trust-wide purchasing and contracting procedures and arrangements that are in place consider health and safety compliance and performance.
- Consult with employees on matters affecting their health and safety according to the Safety Committees
- Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.

Responsibilities of the Chief Executive

The Chief Executive will:

- Ensure Health and safety regularly appears on the agenda for A&F Committee meetings, and features within the Trust Risk Register.
- Designate an Executive Team member with responsibility for Health & Safety
- For the purpose of maintaining health and safety legal compliance and/or complying with Transform health and safety aims and objectives, accept advice and direct a school to take compulsory action.
- Ensuring that competent health and advice is readily available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Responsibilities of School Governing Bodies

Governing Bodies are responsible for:

- Taking reasonable steps to ensure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings.
- Receiving reports on staff training that enable them to carry out their responsibilities safely.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Head Teacher and senior management team to support sensible health and safety management and to challenge as appropriate.
- Integration of good health and safety management into business decisions.
- Approving the school's health and safety policy and other policies that relate to health and safety.
- Carrying out and recording a formal health and safety inspection of all parts of the buildings and site on at least an annual basis.
- Ensuring health and safety is a fixed agenda item on Governor meetings.
- Considering immediate reviews in the light of major shortcomings or events.

Duties of Headteacher

The Headteacher is responsible for:

- Demonstrating visible, active commitment to health and safety improvement.
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site.
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times.
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others.
- Consulting with employees, and safety representatives, on local health and safety issues.
- Ensuring effective means of communication with staff on health, safety and welfare issues.
- Ensuring that risk assessments are undertaken and reviewed annually or as necessary.
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities.
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe.
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary.
- Monitoring the standard of health and safety throughout the school.
- Ensuring that emergency procedures are in place.
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site
- Visits Policy and have access to it.
- Authorise all Off-Site Visits; inform Trust of any non-routine Off-Site Visits.

Duties of the Office Team and Site Manager

The Office Team and Site Manager shared duties include:

- Monitor and arrange site surveys including fire, electricity, sports equipment and boilers.
- Maintain records as outlined in this policy
- Ensure risk assessments for site activity are updated at least annually
- To maintain a record and organise appropriate CPD linked to health and safety
- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Headteacher and Governors with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements.

Duties of the Off-sites Visit Co-ordinator

- Follows the NCC Educational Off-Site Visits Policy where their full responsibilities are outlined

Duties of All Employees

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action.
- Co-operate with the school on health and safety matters including compliance with Trust and school procedures.
- Not to interfere with anything provided to safeguard their health and safety.
- Report any health and safety concerns, e.g. hazards or defects etc. in line with local procedures.
- Ensuring that pupils are aware of the school's emergency procedures.

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Accident Reporting and Investigation

Accidents to employees are dealt with in accordance with NCC Guidance, using the online incident reporting system.

Accidents to pupils and other non-employees are recorded as per the Children and Families Health and Safety guidance and flowchart. To summarise:

1. Minor pupil accidents as a result of play e.g. (tripping over own feet, bumping into other children) are recorded locally in a pupil accident report *book / sheet.*
2. Pupil accidents where action needs to take place to avoid reoccurrence are recorded on the *online incident reporting system/ accident report form.*
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on the *online incident reporting system / accident report form.*
4. Of those accidents that 2. applies to, if the pupil goes directly to hospital from school for treatment (rather than a precaution) then these must be reported to the Health and Safety Executive (see below).

All accidents are investigated by DM Crosby, Head Teacher

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Administration of Medicines

All medication will only be administered with written parental consent.

The following members of staff have volunteered to administer medicine:
Name: Carol Arnold, Paula Todd and Zoe Pieniazek
Type/s of medicine: prescription and, in exceptional circumstances, over the counter medicines

- First Aiders are trained to administer asthma medication
- Key staff are trained to administer Epipens.
- Key staff are trained to monitor glucose levels and administer diabetes medication

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Records are kept of all administration of medication.

Asbestos Management

It is the law that asbestos-containing materials shall not be introduced into our school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present and do not pose a serious risk, we shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Where asbestos containing materials remain *in situ* we shall ensure that they are managed in such a manner so that the risk to the health of all site users is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of asbestos in the building is monitored by the Site Manager.

No destructive or potentially destructive work will be undertaken in the school without first reference to the asbestos survey and logbook.

The following areas are considered out of bounds: void beneath the Hall

The Asbestos Survey is held by the Site Manager and is available to any contractors carrying out work within the school.

Construction work

All construction work is carefully monitored in accordance with NCC guidance.

Consultation with Employees

H&S is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report H&S concerns to the Head Teacher, staff H&S representative or Site Manager.

The school will consult with employees or safety representatives (where appointed) in good time:

- The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organising of any health and safety training.

The School Health and Safety Committee consists of Head Teacher, H&S Link Governor and the Site Manager and meets termly.

Control of Contractors

The Site Manager is responsible for day to day control of Contractors, although it is recognised that overall responsibility lies with the Head Teacher.

Curriculum

Risk assessments are undertaken on all lessons where there is risk of injury/ill health.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12)- “Be Safe!”, Association for Science Education.
- “Make it Safe”, NAAIDT

Display Screen Equipment, including use of laptops

The regulations are applicable to Office Staff in the school. A workstation risk assessment is in place for these employees.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

Electrical Safety

All portable electrical appliances in school are checked annually by a 'competent' person. Records of PAT testing are held on site.

Employees are required to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring and to report defects to the Site Manager.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action from the report is undertaken by the school.

Emergency Procedures

Detailed in the School's Emergency Plan.

Fire Safety

Refer to Fire Risk Assessment and logbook.

- The fire evacuation procedure and plan of the school building noting escape routes and assembly points are displayed around school.
- Fire drills are undertaken termly. Fire training is provided at the start of the school year and at inductions with new starters.
- The Site Manager undertakes all on-site testing (e.g. fire alarm, emergency lighting) and records in the fire log book.
- Refer to fire management folder including risk assessment and logbook

First Aid

- First aid facilities are provided at all times employees are at work during normal working hours.
- First Aid Kits are available in the following locations:
    - All classrooms
    - Family room
    - First Aid room
    - Main office
    - Main corridor

- The kits are kept topped-up by Zuzanna Sadecka, H&S link governor
- All first aid treatments are recorded appropriately
- Arrangements for the dealing with bodily fluids are available in the Staff Handbook
- Aprons and gloves are provided in the First Aid room to deal with First Aid
- 'Head bumps' are reported to the injured child's parent /carer.
- Lists of First Aiders and Paediatric First Aiders are displayed in the reprographics area and EYFS setting

Gas equipment and appliances

All gas boilers / appliances are inspected annually by a 'competent' contractor who is on the Gas Safe Register™

Gas supplies are capable of being isolated and 'locked off' when not in use.

Hazardous Substances

Where possible, the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A (COSHH) risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant).
Information / COSHH assessments relating to hazardous substances in school are kept by the Site Manager.

All chemicals are kept securely under lock and key to prevent unauthorised access.

Health and Safety Advice

Advice is provided though the H&S Support package from NCC Children and Families- Schools Health and Safety Team (☏ 87 64608/9) and Corporate Safety (☏ 87 64328) (accident system and training)

Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster "Health and Safety Law- what you need to know" is displayed in the reprographics area by the Office. The name of the H&S Governor, contact details for the Schools H&S Team and where to obtain details of the union safety representatives (intranet) are included.

Inspections

The following inspection/servicing contracts are in place:

Type	Frequency	Contractor
Air conditioning	6 monthly	Greenwood Cooling Systems
Catering equipment	As per Catering Service (not maintained by school)	
Electrical installation	Five Yearly	Ken Burrows
Electric Powered Gates (side gate and main doors)	As required	Breedons
Gas boilers	Annual	Miller and Freeman
Gym equipment (fitness training etc)	Annual	Play Inspection

Emergency Lighting	Monthly by Site Manager, then 6 monthly	Ken Burrows
Fire Alarm	Quarterly	Neuro Systems
Fire Extinguishers	Annual	Fire and Rescue Service
PE and Play equipment	Annual	Play Inspection
Portable Electrical Appliances	Annual	AGG
Power Tools	As per PAT testing	AGG
Tree Inspections	3 yearly	Nottingham City Council
Urinal systems	Quarterly	HSG
Water Saving system	Quarterly	HSG
Burglar Alarm	Quarterly	WEC
Grounds maintenance	20 visits per year	Countrywide

Lettings / Use Premises Out of Hours

The school obtains legal and insurance advice regarding any lettings. Contracts with conditions of hire are completed, signed and approved as necessary.

Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees have been consulted and informed.

Employees have been instructed to avoid high risk activities while lone working.

Maintenance of plant and equipment

The Site Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The Site Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

Leaflets on safe manual handling of inanimate objects is available from the Safety Manual.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided from the Safety Manual.

Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

This policy is reviewed annually.

New and expectant mothers

New and Expectant mothers are given special protection by H&S legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Head Teacher is made aware by the employee and reviewed as necessary.

Off-Site Educational visits

The Off-Site Visits Co-ordinator (OVC) is DM Crosby, Head Teacher

The OVC is responsible for ensuring H&S issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the Children's Services Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team, who is based at College Street – ☎ 9476202.

Advice as regards swimming activities is provided by the Swimming Co-ordinator, who is based at College Street – ☎ 9476202.

Reference: The Educational Offsite Visits Policy

Personal Protective Equipment (PPE)

PPE is issued to employees as required, e.g. to the Site Manager, cleaners and any employee who may have to deal with bodily fluids.

Playground Safety

The Site Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed.

Staff report any identified defects / concerns directly to the Site Manager or Headteacher.

Play equipment is inspected annually by Play Inspection Company.

Reporting of defects, hazards and near misses

Employees report defects, hazards, near misses to the Site Manager immediately so that prompt action can be taken to avoid accidents and injury.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the School Office.

Generic risk assessments have been designed by the Safety Advisers and are available via the schools' website.

Training courses on carrying out risk assessments are provided by NCC Corporate Safety.

Safety Education

Arrangements are in place for safety education to be included in the curriculum.

Safety Representatives

Under legislation, employees who have been appointed as Safety Representatives have legal rights and functions e.g:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Safety Representatives have no legal responsibilities other than those of an employee.

Security Arrangements

The Site Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable, e.g. in the Nursery.

The response to alarm activation is covered in the Lone working procedures.

Key holders are**:** Ian Hutchinson - Site Manager, DM Crosby – Headteacher and Ideal Cleaning.

Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Headteacher, Site Manager and Governors.

Employees report damage / defects to the Site Manager or Headteacher.

Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Site Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

Storage Arrangements

All employees are responsible for ensuring items are stored safely and reporting hazards to the Site Manager.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Stress, Work Related

The Headteacher is responsible for managing work-related stress within the school.

Refer to the school's Stress Management Policy.

Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and wear head / neck protection as provided by parents / carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Shade is provided in the Summer House on the school playground and trees on the hillside.

Supervision

Pupils are supervised during all activities throughout the school day.

For off-site visits DfE guidelines are followed regarding supervision levels.

Training

All employees are given H&S training, including basic skills training, specific training and training in emergency procedures.

New staff are given H&S induction training, including arrangements for First Aid, fire and evacuation.

Vehicles, Use of

The use of vehicles to transport pupils is part of the risk assessment process for offsite educational visits.

The use of employees' own vehicles for the transporting of pupils is also included in the risk assessment process.

All staff car owners are insured through the school's insurance policy to transport children.

Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

This school has adopted the Health & Safety Executive's (HSE) definition of violence:
'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported on the Violent Incident Report form and investigated as required by the Headteacher.

A poster is available for display in reception areas informing visitors that violence is unacceptable.

Training will be provided in de-escalation and positive handling, to minimise the risk of injury to staff or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or Academy Legal Advisor as required.

Waste / Litter Management

The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Waste bins are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

A 'sharps' box is available in the First Aid for the safe storage of discarded needles / syringes.

Water Management / Control of Legionella

The school complies with the requirements of the Approved Code of Practice (L8).

GES has been employed to carry out legionella checks and review the school's legionella risk assessment.

Welfare facilities

Sufficient toilet facilities, including hand washing and drying facilities, are available for staff and pupils.

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day.

There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the Site Manager.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

Training may be agreed between the Site Manager and the Headteacher for specific plant or equipment.

Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

Working at Height

Employees should avoid working at height wherever possible.

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager. Employees are instructed not to work at height while working alone. When accessing the roof, the Site Manager will avoid working alone.

Small stepladders has been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use.

Arrangements are in place for access equipment to be inspected on a regular basis by the Site Manager. Employees are instructed to report damage / defects immediately to the Site Manager / Headteacher.

Appendix 1 Cross-referenced Policies

- Asbestos
- Bullying
- Child Protection
- E-Safety
- Drugs
- Fire
- Medicines
- Off-Site Visits
- Security