



## Health and Safety Policy Arrangements

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## **Introduction**

Within our school we will meet all of the requirements set out in the School Health and Safety Policy. We will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. For further information and advice on any aspect of health and safety in school, contact the Headteacher.

### **1. Accident Reporting, Recording and Investigation**

All accidents, incidents & near misses are to be reported as soon as practically possible to the Office Manager or, in their absence, the Headteacher.

The Office Manager is responsible for escalating any notification of any serious accidents or incidents that fall under Reporting of Injuries, Diseases, and Dangerous Occurrences (RIDDOR) to the Headteacher and the Headteacher will inform the Chair of Trustees.

Accident reports and investigation records should be kept for a minimum of five years if the accident involves a member of staff, visitor or contractor. If the accident involves a student, records must be kept until they reach the age of 21.

Investigations following serious accidents will be carried out by the Headteacher.

Also refer to the Educational Visits Policy.

### **2. Asbestos**

There is no asbestos in the structure of any of the buildings.

### **3. Bullying and Harassment**

For all details refer to the Bullying and Harassment Policy.

### **4. Contractors – Safe Management of Contractors & Visitors**

The school will ensure that all contractors, organisations, and service providers who attend the school site during the school day, have appropriate procedures in place with regard to health, safety and safeguarding, including safer recruitment procedures.

All visitors & contractors are to report to reception immediately on entering the site and before starting work to ensure school staff are aware of their presence and issue any health & safety instructions.

The Headteacher is responsible for managing general contractors on site and for managing and supervising I.T. contractors on site

For other non-school staff the Office Manager or member of staff they are most closely working with are responsible for their management whilst on site.

### **5. Control of Substances Hazardous to Health (COSHH)**

The **hazardous substance files** contain a list of all hazardous substances “in use” on the premises together with a Product Assessment Record for each substance.

These files are held where hazardous materials are kept.

The Site Manager or Headteacher are responsible for obtaining COSHH safety data sheets and carrying out risk assessments for hazardous substances.

## **6. Defect Reporting Procedures**

Any member of the school staff who discovers any defect shall complete a copy of the 'Health and Safety – Defect Report Form'. Masters of these are on the staffroom noticeboard.

All minor repairs & damage to be reported to the Office Manager who will organise for them to be repaired and will monitor defects to ensure they are resolved.

The Office Manager will notify all staff of the defect and any action that is required, as well as progress towards a resolution if deemed necessary.

## **7. Display Screen Equipment (DSE)**

All workstations, used by staff members, are subject to a risk assessment. This is the responsibility of the user and is to be reviewed every 3 years (or earlier if there is a significant change in the work station equipment or practice).

DSE training and assessment will be provided and once training/assessment has been completed please forward your signed self-assessment form to the Office Manager so that your training record is updated.

## **8. Electricity at Work**

The school undertakes a five year fixed/hard wire testing programme.

Portable Appliance Testing is to be carried out in accordance with current HSE guidelines.

Any used portable equipment brought on site for any reason is to be PAT tested before use. Please report any such equipment to the Office Manager at least a week before use is required.

Items classified under the WEEE directive (Waste Electrical and Electronic Equipment) are disposed of through a reputable and suitably qualified external contractor on a regular basis.

## **9. Fire Precautions**

The school's Fire and Emergency Evacuation Plan can be found in the on-line Staff Area and a hard copy is in the main school office.

The Fire Alarm is the continued sounding of a bell. The assembly point is on the grass area at the end of the school. Full instructions are posted in all rooms.

It is the responsibility of the Headteacher to:

- Keep the Fire and Emergency Evacuation Plan up to date
- Check and update the Fire Evacuation Notices around the school site.

The Office Manager is responsible for arranging and monitoring external contractors for:

- The yearly inspection and maintenance of fire appliances.
- The annual inspections and maintenance of the fire alarms and emergency lighting systems.

It is the responsibility of the Headteacher, to ensure that:

- Fire exits are inspected and maintained to ensure they are clear at all times.
- Carry out weekly fire alarm tests and visual checks of fire extinguishers.
- Carry out monthly emergency lighting tests and fire door closures.

## **10. First Aid**

All accidents, injuries and near misses are to be reported as soon as possible to the Office Manager. If they are not available then accidents must be reported to the Headteacher.

The Office Manager is responsible for:

- Checking, maintaining, and replenishing first aid kits located on school premises.
- Providing first aid kits for external trips and visits, including any specific student medical needs.
- Identifying and organising refresher training.

There are a number of first aiders available amongst both teaching and non-teaching staff.

A list of all qualified first aiders, including paediatric first aiders, is available through the Office and is displayed on posters around the school.

## **11. Health and Safety Inspection**

Workplace health and safety inspections in school are carried out every year by WCC Health & Safety advisors. Following the inspection, a written report is produced, showing recommendations for action that the school will then implement and complete to ensure improvement and compliance with required legislation and standards. The school, together with the inspection provider, will ensure the workplace health and safety inspection regime meets the criteria specified in the WCC Workplace Health and Safety Inspection Policy and WCC Health and Safety Standards in schools.

Risk assessments are undertaken for all teaching rooms/areas and are reviewed and updated annually by the member of staff responsible for that area.

All staff are encouraged to carry out classroom inspections on a regular basis and at not less than monthly intervals.

Any defects or risks identified must be reported to the Office Manager (see 6. Defect Reporting Procedures).

## **12. Induction and Training**

The Headteacher is responsible for arranging and completing induction training for all new/temporary employees.

Further training needs may be identified by the Headteacher or by an individual themselves.

Request forms to attend training courses are completed, passed to the Office Manager and sanctioned by the Headteacher prior to attendance.

Copies of all training records are held by the Office Manager.

### **13. Staff Attending Work Outside Normal School/Term Time Hours (Working Alone)**

Working alone is to be avoided as far as is reasonably practical and all staff read the Lone Working Policy on Induction.

Where it is unavoidable, this work must be undertaken between the hours of 8.00am and 5.00pm Monday to Friday. During these hours the school will have the following emergency procedures in place so that any member of staff working alone can obtain assistance if required:

During School closure periods (i.e. holidays) a "Duty Phone Number" will be issued to all staff, and the Duty Phone will be held by a nominated member of the team during the above hours. If any assistance is required a member of staff can call the Duty Phone Number.

All staff are expected to adhere to the Lone Working Policy if attending work outside of normal school/term time hours.

Staff will be notified in advance of the holiday period if the school site will be closed.

### **14. Manual and People Handling**

The Headteacher and SLT at the school will ensure that:

- Manual handling is avoided where possible.
- Manual handling activities are properly planned using a risk assessment.
- Information, instruction and training is provided to all employees on the risks associated with manual handling.
- Employees are not expected to carry out manual handling tasks which are unsafe or beyond their individual capabilities.
- Any equipment provided to eliminate manual handling is inspected as per the manufacturer's recommendations.

Employees have a duty of care for their own safety and for the safety of others, and should ensure that they:

- Follow safe systems of work, including wearing suitable clothing and footwear.
- Report any faults, defects and deficiencies of either equipment or systems of work to the Office Manager or Headteacher.
- Report any manual handling accidents or near misses (**see 1. Accident Reporting, Recording and Investigation**).
- Inform the Headteacher of any physical condition likely to affect their ability to undertake manual handling tasks.
- Take care that their activities do not put others at risk.
- Attend training and refresher training when required.

## **15. Medication**

The school follows the health directory guidance on the storing and recording of medication administration.

Parents sign a 'permission slip' for basic medication administration.

Medication is usually given by the Office Manager or Administrative Assistant, or those with First Aid qualifications. As children become older, if we have parental permission, we allow them to self-medicate for conditions such as asthma.

The administration of medicine is routinely recorded, even if self-administered.

All medication is held by the main office and stored and issued as required.

Medication will only be given if it is marked clearly with pupil's details, dosages required and is in date.

## **16. Monitoring Arrangements**

The Trustees recognise the importance of monitoring Health and Safety matters. They will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented. Monitoring will be carried out in a number of ways:

The Trustees may call for reports on:

- accidents/incidents and near misses;
- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defect reports;
- reviews of any procedures carried out.

To help this process, the Trustees and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to inspectors of the Health and Safety Executive (HSE), Trade Union/Employee Health and Safety Representatives and any other bona fide Health and Safety officials.

## **17. Noise at work**

We realise that in order to comply with the Control of Noise at Work Regulations 2005, we must ensure that weekly noise exposure levels do not rise above 80dB. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB, employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB, hearing protection will be supplied to employees working in these areas.

## **18. Off-Site Trips**

The school has formally adopted the Outdoor Education Adviser's Panel (OEAP's) 'National Guidance' as its own Employer Guidance and principle source of guidance and information regarding practice for Learning Outside the Classroom (LOT), Educational and Offsite Visits.

The Educational Visits Co-ordinator at the school is the Early Years Foundation Stage (EYFS) Lead.

The Trip Leader is responsible for ensuring risk assessments are carried out before any visit takes place.

The requirements and procedures for staff are detailed in 'The Management of Learning Outside the Classroom, Educational and Offsite Visits Policy and Procedures Document'.

All internal policies, procedures, guidance and forms can be found in the on-line Staff Area.

## **19. Outdoor Play & PE**

The school adheres to the 'Association for Physical Education and School Sport guidance' (refer to the current afPE Safe Practice in Physical Education and Sport document).

Annual maintenance checks are carried out on all fitness equipment. Checks are carried out by an approved and qualified external contractor.

Records for inspections and checks are held by the Office Manager.

The Headteacher is responsible for making all relevant staff aware of risk assessments.

All staff are responsible for carrying out pre-visual checks on PE equipment (internal and external) as well as the surfaces of any external areas used for PE and play eg MUGA, playgrounds, field. They should report any faults or concerns to the Office Manager.

The Office Manager is responsible for organising any preventative maintenance where required or any repairs to equipment as needed.

The school grounds are regularly maintained by an approved outside contractor.

## **20. Risk Assessment**

Risk assessments are only undertaken and documented where 'significant' risks have been identified. This is in accordance with the Health and Safety Executives 'Sensible risk' campaign.

The Headteacher has overall responsibility for:

- Ensuring risk assessments are carried out for work activities, processes and operations at the school, where deemed necessary (see above).
- Making staff aware of any risk assessments relating to the activities they undertake.
- Reviewing risk assessments when significant changes occur or yearly as a minimum.

Classroom and off-site visit risk assessments are held in the on-line Staff Area.

## **21. Stress and Wellbeing**

Please discuss any problems you may have with your line manager or Headteacher. All matters will be strictly confidential.

## **22. Water Systems & Water Hygiene**

The school ensures that all relevant maintenance and checks are carried out as below:

Quarterly, six monthly and annual tasks are managed and organised by WCC Property Services, including:

- Hot & cold water.
- Shower heads and hoses.
- TMV (temperature mixing valves).
- Legionella checks.

The premises team are responsible for flushing all water outlets before the end of holiday periods to avoid standing water.

Air conditioning units (if in place) are maintained and serviced on a quarterly basis by an approved and qualified external contractor.

## **23. Work at Height**

Working at height is avoided where possible. Where this is not possible, a risk assessment is undertaken in order to identify the significant risks and decide what precautions are required. Refer to 20. Risk Assessment.

## **24. Staff Protection**

It is of paramount importance that The Griffin Primary School provides a safe working environment for all adults and children. Relationships with parents, guardians, carers, pupils' relatives and other visitors are valued and the school welcomes input from all sectors of the community. Mutual respect and shared responsibility for pupils underpins all interactions. Parental involvement is recognised and valued as an important factor in educational success and in dealing with emerging problems at an early stage.

All members of the school community have a right to expect that their school is a safe place in which to work and learn. However, on rare occasions, abusive or aggressive behaviour towards members of the school community can occur. Violence, threatening behaviour or any kind of harassment or abuse against school staff or other members of the school community will not be tolerated. There is no place for acts of this nature in school.

It is school policy that all disagreements should be dealt with politely and calmly, so that, wherever possible, any potential difficulty will be diffused before it becomes an incident.

### **What constitutes an incident?**

An incident is defined as any interaction between a member of staff and another person in which the member of staff feels abused, threatened or unsafe within the working environment. It can also be between parents. Staff may feel abused threatened or unsafe due to:

- Aggressive behaviour – verbal or non-verbal
- Inappropriate language including swearing
- Inappropriate advances / sexual advances towards a member of staff



- Threats of physical violence to a member of staff or a pupil
- Actual physical violence
- Comments made via social media about a member of staff

All incidents towards staff members or between parents will be recorded by the Headteacher and, where appropriate, further action will be taken.

To minimise the risk of such occurrences the Trustees have decided that:

- Any meeting between a member of staff and a visitor will take place in an area where the member of staff can access other support should it be needed.
- Interviews between staff and parent/carers should not normally go on beyond 5.00pm with the exception of parents evening meetings that would normally be finished by 7:00pm.
- Two members of staff should always be present during a parental interview that relates to disciplinary action. If two members of staff are not available, the Trustees have decided that the interview should be cancelled.
- If a parent/carer starts to show signs of becoming abusive they should be politely asked to conduct themselves in a calm manner and offered the possibility of continuing the discussion at another suitable time or continuing with another member of staff present if this is not already the case.
- Staff should terminate interviews if, in their professional judgement, they feel that parents might become verbally or physically abusive. If a parent refuses to conclude the meeting, the member of staff should immediately leave the meeting themselves.
- If a parent or student becomes verbally abusive during a telephone conversation (including the use of swearing) the conversation should be immediately terminated.
- If a parent/carer becomes physically or verbally abusive, the Trustees will consider making use of an injunction to ban them from the school premises.
- The same principles will apply to parents who become physically or verbally abusive away from the main school site.

If abusive and/or threatening and/or inappropriate comments are made about or to a member of staff via social media these should also be brought to the attention of the Headteacher.

Any incident should be recorded and referred to the Headteacher where it will be decided if further action is needed. This may include;

- Writing to the parent/carer
- Arranging a follow up meeting to make it clear that such behaviour will not be tolerated.
- Temporary ban from school buildings or grounds
- Permanent ban from school buildings or grounds
- Communication with school only when a Trustee is present (in the case of the Headteacher)
- Communication with school only when the Headteacher is present (in the case of staff)
- Informing the police
- Legal action

**Appendix 1 Classroom Risk Assessment Proformas**



**Warwickshire County Council**

Activity	What are the hazards to health and safety	What risks do they pose and to whom?	What existing control measures are in place to reduce the risk?	Risk level achieved H/M/L*	Further action required Y/N?*

\* Complete action grid below for further actions

Name of Assessor:

Signature

.....

Name of Manager:

Signature

.....



**Risk Assessment for:** \_\_\_\_\_

<b>Team/Section/ Department:</b>	The Griffin Primary School	<b>Date of assessment:</b>		<b>Review date:</b>	
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**Risk Assessment Action Plan for:** \_\_\_\_\_

Activity	Risk	Planned action to reduce the risk to a reasonable level	Anticipated risk reduction level M/L post action	Responsible person for taking action	Planned completion date	Completion date (Line manager to verify and date)