



School Name: SCALFORD C of E PRIMARY SCHOOL

Health and Safety Policy

Information & Guidance

HS&WP/JW/29.5.2013 Issue 3

Signed copy in the School Office

Author: Jessica Wenham

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Authorised by: Colin Jones

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Forward

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site educational activities is fundamental to the well being of the school.

This Health and Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

Signed

Chair of the Governing Body: Mr A Cox

Date: 13.03.17

Signed copy in the school office

Head Teacher: Mrs M Waring

Date: 13.03.17

1.0 Statement of Policy

- 1.1 The health, safety and wellbeing of all employees and customers of Leicestershire County Council (LCC) is fundamental to the success of the Authority.
- 1.2 This Policy Statement outlines the framework developed by LCC to manage health, safety and wellbeing. It is a declaration of the County Council's commitment to provide, so far as is reasonably practicable, safe and healthy conditions for employees and persons, who use, visit or may be affected by the Council's activities.
- 1.3 Our ultimate aim is to protect all employees and customers from accidents and work related ill health. This will be achieved by;
- Complying with all applicable health and safety legislation.
 - Committing to the prevention of ill health and injury across the Authority.
 - Ensuring that adequate resources are provided for health and safety.
 - Encouraging the implementation of a management system within departments, to identify and control risk throughout the Authority.
 - Providing appropriate health and safety training in order that staff can fulfil their responsibilities effectively.
 - Ensuring that appropriate monitoring and reviewing processes are in place, so that the Authority continually improves the way safety is managed.
 - Continually setting targets to meet the objectives of this policy and continual improvement of the safety management system.

This Policy Statement is intended to provide a practical framework for the implementation of the Health and Safety at Work etc. Act 1974 and all relevant legislation, which will be the minimum standard acceptable.

2.0 Organisation

Local Management of Schools (LMS) requires the school staff, Governing Body and the Local Authority (LA) Health, Safety and Wellbeing Service, to work together to ensure health, safety and welfare objectives are achieved.

2.1 The Governing Body

The Education and Inspection Act 2006 gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular the Governing Body is responsible for -

- i) ensuring that the Health and Safety Policy is implemented and monitored within the school;
- ii) ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations, the LA recommend that this is best achieved by making health and safety an integral part of the schools development plan;
- iii) receiving health and safety guidance and information distributed by the Health, Safety and Wellbeing Service and ensuring that proper arrangements are made within the school for complying with the guidance;
- iv) ensuring that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures decided upon are implemented;
- v) ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- vi) ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through.
- vii) ensuring that all reasonable inspection facilities and information are provided on request to officers of the Health, Safety and Wellbeing Service, Inspectors of the Health and Safety Executive (HSE) and any other official Health and Safety Officials;
- viii) ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy;
- ix) ensuring that procedures exist for checking that any items offered for use by the school are safe;

- x) ensuring that school journeys are arranged and properly supervised in accordance with LA and DFE Guidance;
- xi) ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved;

The Governing Body is also responsible for planning and setting standards which include:

- i) Ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve health and safety objectives.
- ii) Ensure clear plans for coping with sudden emergencies are developed and maintained.
- iii) Developing a positive health and safety culture.
- iv) Ensuring that a training plan is developed which :-
 - enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities.
 - provides induction training for new employees including temporary, part time and supply staff.

2.2 Head Teacher's Responsibilities

The overall responsibility for all school health, safety and wellbeing organisation and activity rests with the Head Teacher, who will:

- i) Work in conjunction with the governing body to revise and update on a continuing basis the Health and Safety Policy.
- ii) Co-ordinate the implementation of the LA and governors' health and safety and wellbeing procedures in the school.
- iii) Make clear any duties in respect of health and safety, which are delegated, to members of staff (this should be in writing).
- iv) Ensure that problems in implementing health and safety policy are reported to the LA Health, Safety and Wellbeing Service.
- v) The conducting of risk assessments.
- vi) Arrange annual review of the working documents and systems, that support the policies, such as:-
 - Emergency procedures
 - Provision of first-aid in the school
 - The risk assessments
 - Off-site visits

and make appropriate recommendations to the Governing Body.

- v) Put in place procedures to monitor the health and safety performance of the school.
- vi) Ensure that all major hazards are reported immediately to the Health, Safety and Wellbeing Service and stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety.
- vii) Make recommendations to the Governing Body for additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards.
- viii) Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- ix) Develop a health and safety training plan for all employees
- x) Maintain and keep up to date the master copy of the health and safety policy together with all accompanying documentation.
- xi) Report to the Governing Body the Health and Safety performance of the school annually through health and safety annual review meeting and secure funding for any identified Health & Safety costs
- xii) Developing action plans,
- xiii) Providing appropriate protective equipment,
- xiv) Monitoring staff performance and taking corrective actions where necessary,
- xv) Reporting and investigating accidents and incidents in association with the Health, Safety and Wellbeing Service,
- xvi) Partaking in Health, Safety and Wellbeing audits,

Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources should be allocated to ensure that these responsibilities can be effectively implemented.

2.3 Responsibilities of the Deputy Head Teacher/Business Manager

- i) Will be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented.
- ii) Will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.
- iii) Notify the Site Manager and/or Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.

- iv) Be the focal point for reference on health safety and wellbeing matters and to give advice or indicate source of advice.
- v) Liaise with and report directly to the Governors on all matters of Health and Safety
- vi) Ensure the day to day implementation of this policy including the maintenance of appropriate risk assessments for school and off-site activities and seeking the approval of the Governors for meeting the financial implications of identified control measures.
- vii) Ensure that all certification and statutory inspections are kept up to date.
- viii) To investigate accidents, dangerous occurrences and near misses, complete accident reports via AssessNET.

2.4 Specific Risk Areas

Catering Operations

- ix) The Kitchen Manager, staff (including contracted staff) are responsible for ensuring that the Health and Safety requirements of the organisation are implemented on a daily basis and will ensure that the relevant parts of the school policy, especially those relating to emergency procedures, are followed by all catering staff.
- x) The Kitchen Manager will advise the Site Manager/ Premises Officer and/or Head Teacher of any health and safety concerns.

Grounds Maintenance

- xi) The Grounds Maintenance contractors will have their own health and safety policies relating to their activities which must be followed on site. In addition the contractors employees will familiarise themselves with the relevant policies of the school, including the school Risk Assessment for Ground Maintenance.
- xii) In-house ground maintenance, grass cutting and litter picking will be covered by this policy and will be the responsibility of the competent person named in Appendix 1

Contractors

- i) Contractors will have their own health and safety policies relating to their activities which must be followed on site and in addition they must make themselves and their employees aware of relevant school requirements, especially in relation to Emergency Procedures. A pre-contract meeting will ensure these requirements are met.

2.5 Classroom Teacher's Obligations

The health and safety of pupils in classrooms is the responsibility of Class Teachers. Class teachers are expected to:

- i) Check classroom area is safe
- ii) Check equipment used is safe before use
- iii) Ensure safe procedures and risk assessments are followed
- iv) Give clear instruction and warnings to pupils, as often as necessary
- v) Report defects to the Premises Officer
- vi) Avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Head Teacher
- vii) Follow safe working procedures personally
- viii) Carry out special tasks as assigned in Appendix 1 (this will identify any particular duties that teachers are responsible for if any).

2.6 Obligations of all Employees under the Health and Safety at Work Act 1974.

2.6.1 All employees are expected to:

- i) Take reasonable care, while at work, to ensure that you do not endanger either yourself or anyone else who might be affected by your actions or omissions.
- ii) Co-operate with your employer or any other appropriate person in respect of any concern relating to Health, Safety and Wellbeing.
- iii) Not misuse or interfere with any safety equipment and/or protective clothing provided for health and safety purposes.
- iv) Work with Health, Safety and Wellbeing in mind and demonstrate a positive attitude towards Health, safety and Wellbeing.
- v) To report all accidents, defects, dangerous occurrences and near misses to the Premises Officer/ Head Teacher.

2.7 Responsibilities of the Premises Manger/Site Manager

- i) Have a general responsibility for the application of the school's health and safety policy to their own area of work, and are directly responsible to the Head Teacher.
- ii) Will establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- iii) Will carry out regular health and safety assessments of the activities for which they are responsible, and report to the SLT/Head Teacher any defects, which need attention.
- iv) Will, where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- v) Will advise the Head Teacher on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

2.8 School Health and Safety Representatives

The Governing Body and Head Teacher recognise the role of Health and Safety representatives appointed by a recognised Trade Union. Where there are no unions appointed safety representatives the Head Teacher will appoint Representatives of Employee Safety from volunteers in consultation with all staff. Health and Safety representatives must be allowed to:

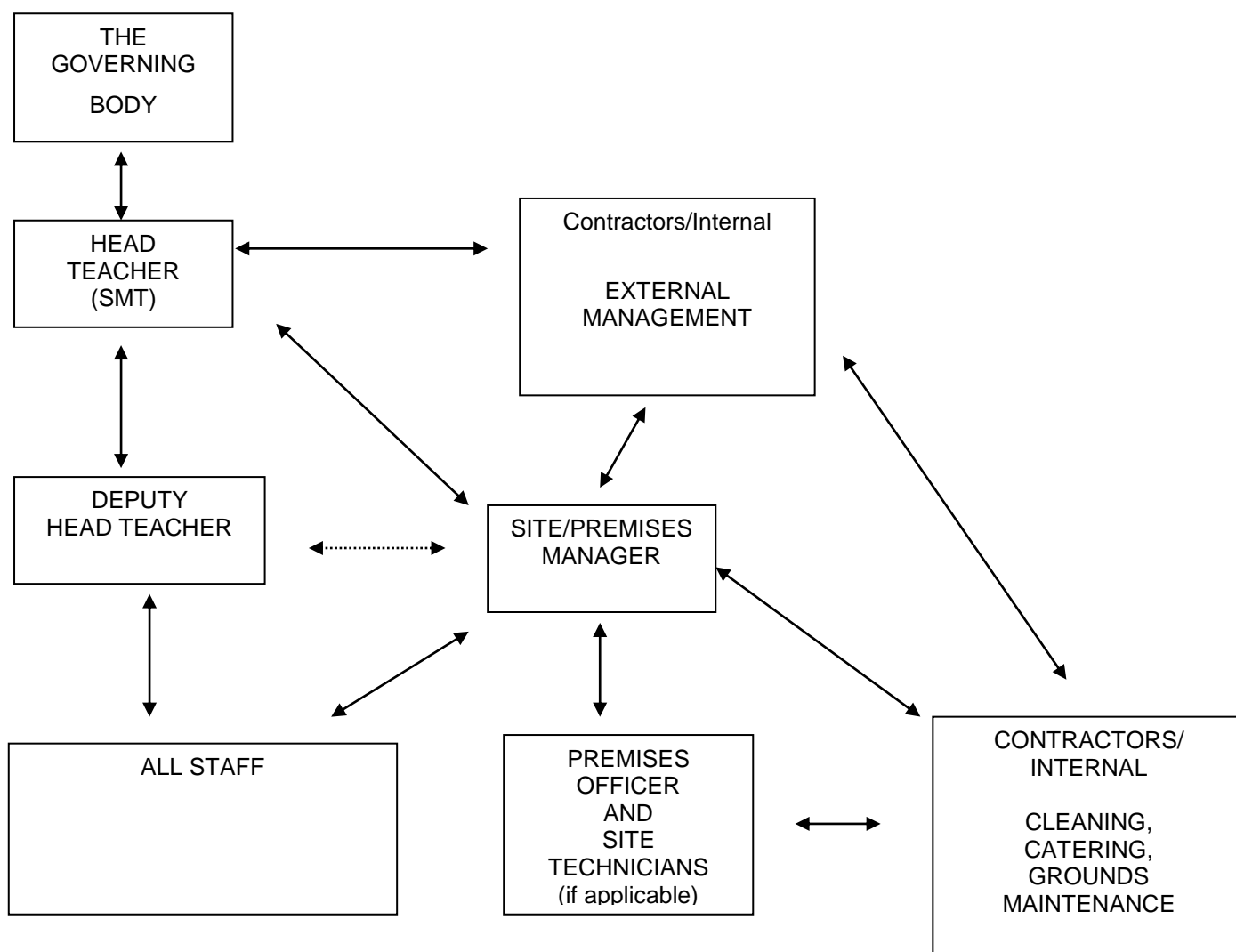
- i) Investigate accidents and potential hazards.
- ii) Investigate complaints by constituents about matters relating to health, safety and welfare.
- iii) Make representation to the employer about such matters arising from such complaint and such investigation and on general issues affecting health, safety and welfare in the workplace.
- iv) Allowed to carry out school inspections within directed time, but wherever practicable outside teaching time.
- v) Represent constituents in consultation with enforcement agencies.
- vi) Receive information that inspectors are required to provide.

2.9 Visitors and Other Users of the School

Visitors and other users of the premises will be required to observe to health, safety and wellbeing rules of the school. In particular parents and other volunteers helping out in school, including those associated in self-help schemes will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned. Visitors unknown to staff and pupils must wear an identification badge at all times. The Head Teacher/secretary will inform all staff when unknown visitors are on site who will then inform the pupils; all safeguarding procedures will apply. All visitors must sign in and out at the school office.

- 2.9.1 Note: All relevant tasks should be identified and allocated to an individual through part 2 (organisation) of this policy.

Organisational Chart for Health and Safety



3.0 Arrangements for Implementation

3.1 Distribution of Health and Safety Information

- i) The master copy of the Health and Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the Head Teacher's office and a communal area within the school. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.
- ii) A copy of the Health and Safety Policy together with relevant documents concerning specific areas will be kept by the Premises Officer.
- iii) All staff will receive copies of this Health and Safety Policy and will be expected to familiarise themselves with the contents. Where guidance documents are referred to in this policy copies can be found at the locations set out above.
- iv) The Head Teacher will issue updates, new guidance and approved revisions as soon as they become available.
- v) All new staff including part time, temporary and supply staff will be provided with a copy of this policy and will receive induction training which will include relevant health and safety issues.
- vi) The Health & Safety Law poster is displayed in the staff room and contains up to date contact details.

3.2 Accidents, Dangerous Occurrences and Near Misses (Refer to Incident Investigation, Nonconformity, Corrective Action and Preventative Action Policy)

i) Immediate first aid

Accidents involving injury or ill health effects will be notified immediately to the nearest first aider (see appendix 1) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Head Teacher.

ii) Incident Reporting on AssessNET

Staff should ensure that all accidents involving injury or ill health effects are notified to the Head Teacher with enough information to allow him/her to complete an incident report on AssessNET – Leicestershire County Council's accident recording system.

iii) **Internal Reporting and Investigation**

A member of staff who witnesses, or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will complete the internal report form as soon as possible after the incident and send it to the Head Teacher. The Head Teacher will investigate all incidents reported by staff unless so trivial in nature that investigation is not warranted. Investigations will involve consultation with Safety Representatives with the aim of identifying the cause and implementing preventative strategies.

3.3 Asbestos

- i) It is the policy of the Governing Body that no work of any kind shall be undertaken by any staff employed at the school on any material which either contains or may contain asbestos.
- ii) The Control of Asbestos at Work Regulations 2012 require that all materials containing or having the potential to contain asbestos will be identified and their location marked. The survey to comply with these requirements will be carried out by the Local Authority Property Services Department. A copy of the results of that survey will be kept by the responsible person i.e. The Head Teacher. All contractors must check available information in the School's Asbestos Survey and sign the ASB100 sheet before commencing work on site.
- iii) The School's Local Asbestos Management Plan (LAMP) has been produced to assist the Head Teacher in fully complying with their duties to manage the risks associated with asbestos. This document will be reviewed regularly and communicated to all relevant parties.

3.4 Contractors

3.4.1 All Contractors will:-

- i) Observe their own health and safety policies and procedures.
- ii) Report to Reception and sign in on arrival.
- iii) Comply with the general requirements of the school health and safety policy particularly in relation to emergency procedures.
- iv) Examine the Asbestos Survey prior to commencing any work on site and sign the ASB100 sheet.
- v) Comply with the requirements of the Construction (Design & Management) Regulations 2015.
- vi) Report to the Premises Officer and sign out at reception when leaving.

3.5 COSHH – Control of Substances Hazardous to Health Regulations 2002

- i) The term hazardous substance describes a wide range of substances with the potential to cause harm if they are inhaled, ingested, injected or absorbed through the skin or released into the environment. This can include chemicals, dusts, mists, fumes, gases, vapours and biological agents.
- ii) The school will maintain an inventory of hazardous substances stored on site.
- iii) Safety data sheets will be obtained from the supplier for each substance.
- iv) Risk assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed.
- v) Copies of COSHH risk assessments including actions required will be kept in accordance with 3.1 of this Part detailing the distribution of Health and Safety Information.
- vi) As a general principle it is the policy of the Governing Body that wherever possible safer alternatives be considered when purchasing hazardous substances.

3.6 Display Screen Equipment

- i) The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.
- ii) Staff who habitually use DSE shall complete a DSE self -assessment in accordance with the Guidance on Regulations issued by the HSE. This self-assessment shall be repeated every two years.
- iii) Eye tests will be facilitated for those staff falling within the regulations in accordance with the above guidance.
- iv) Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in Leicestershire County Council's Display Screen Equipment Policy, which is available on EIS.

3.7 Electricity at Work

3.7.1 The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

- i) Arrangements for the inspection and testing of fixed installations will be organised by the Council's Property Services Department at 5 yearly intervals and in the event of a fault developing.
- ii) Portable equipment shall be checked in accordance with the guidance issued by the LA and summarised in an inventory.
- iii) In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used, and should not use any faulty equipment and prevent others from using it. Faults identified must be reported to the Premises Manager.

3.8 Emergency Procedures

3.8.1 Evacuation

- i) Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- ii) In the event of a suspected fire, the alarms will be operated but in other cases such as a gas leak, **emergency contact procedures** will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- iii) In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified in Appendix 1.

3.8.2 Fire

- i) A Type 1 and Type 2 fire risk assessment must be in place and reviewed on a regular basis.
- ii) All fire appliances will be checked at least annually by specialist maintenance personnel.
- iii) All fire doors must be fitted with a closing device so that they are normally closed. Fire exit doors must be unlocked and easily accessible and openable from within the building.
- iv) The fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded.
- v) Fire drills will be held once per term, when the Fire Marshals will record the evacuation time and the general performance of the drill.

- vi) Appropriate members of staff will be trained how to use relevant fire appliances. The Head Teacher will identify fire-training needs and will incorporate that information into the Health & Safety Training Plan.
- vii) Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process. Details of Fire Marshals and assembly points are set out in Appendix 1.

3.8.3 *Bomb Threat*

- i) In the event of a warning the Head Teacher will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- ii) Any suspicious objects should be reported to the Head Teacher. Under no circumstances should the object be touched or moved.
- iii) For further information please see Suspicious Packages: Anthrax and Other Biological Threats Guidance.

3.8.4 *Chemical or Biological Incident*

- i) Any chemical or biological incident within the school will be dealt with according to the scope and seriousness of the incident. Appropriate emergency procedures will be applied by the Premises Officer in consultation with the Head Teacher.

3.8.5 *First Aid*

- i) First Aid boxes will be maintained at the sites specified in Appendix 1 to this part.
- ii) It is the policy of the Governing Body that there will be sufficient numbers of trained First Aiders on the site at all times, in accordance with the first aid risk assessment. Those with current certificated training are listed in Appendix 1 to this part. The number of pupils within the school will be also considered when calculating the first aid requirements.
- iii) A nominated "Appointed Person" for the purposes of the First Aid at Work Regulations 1981 and will ensure that first aid box contents are replenished at least once a term.
- iv) A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident.

- v) External and internal contractors will maintain their own first aid boxes and provide their own trained first aiders, although they will be allowed to use the school first aid boxes in an emergency. In that event the nominated 'appointed person' must be notified so that replenishment can be organised.
- vi) Accidents should be records in accordance with 3.2 of this Policy.

3.9 Glass and Glazing

- i) Doors which can be pushed open from either side should have a viewing panel appropriate to allow a clear view of the area on both sides of the door.
- ii) Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage (Refer to establishment glazing risk assessment).

3.10 Inspections, Monitoring and Audit and Review of Performance

3.10.1 Inspection

- i) General inspections take place once per term by the Premises Officer with the assistance of the Governing Body and Senior Leadership Team and in consultation with the Safety Representatives.
- ii) Pre-use inspections of equipment will take place where the need is identified by risk assessment.

3.10.2 Monitoring

- i) The Health and Safety Committee will meet at least once per term and usually following the termly inspection so that any issues found can be addressed.
- ii) The Head Teacher will monitor the school's performance on Health and Safety issues.
- iii) The Governing Body will conduct an annual management review of health and safety and will have a standard item on the agenda of each meeting for any Health and Safety issues arising.

3.10.3 Audit and Review of Performance

There will be a regular audit of all aspects of Health and Safety conducted by the Health, Safety and Wellbeing Service. Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body.

3.10.4 Performance Standards

The school should set performance standard based on annual statistics. They will enable standards to be monitored and acted upon where needed.

3.11 Lifting Operations and Lifting Equipment

- i) Passenger or goods lifts on site together with any lifting equipment (such as hoists) are covered by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- ii) The Premises Officer will ensure that the statutory inspections take place when due.
- iii) All staff using the equipment must be familiar with the Health and Safety requirements regarding its use and conduct a pre-use visual check where appropriate.

3.12 Management of Health and Safety

- i) The school will implement the principals of the Health and Safety Management System OHSAS 18001. This will be achieved by following guidance from the Health, Safety and Wellbeing Service.
- ii) Risk assessments and safe systems of work will be developed and implemented for school activities by competent persons with the assistance of the Premises Officer. These will be available to all employees in the locations set out in section 3.1 Distribution of health and safety information. Training will be given where necessary in accordance with the Health and Safety Training Plan which will be revised annually.
- iii) The Governing Body wishes to ensure that health and safety becomes an integral part of the daily operation of the School and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work etc Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

3.13 Manual Handling

- i) It is the policy of the Governing Body that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the Health, Safety and Wellbeing Service.
- ii) The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- iii) Training will be a key part of reducing the risks for those staff involved in manual handling.
- iv) Manual handling risk assessments will be undertaken for manual handling tasks.

3.14 New Plant, Machinery and Equipment

- i) The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1998 (PUWER). It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.
- ii) Second hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Head teacher. He/She will not grant such permission unless he/she can be sure that all Health and Safety implications have been satisfied.
- iii) Details of new equipment will be added to the school's inventory of equipment and will be maintained in accordance with manufacturer's instructions.

3.15 Noise at Work

- i) The Noise at Work Regulations 2005 require employers to assess and minimise the risks associated with exposure to high levels of noise there is an approved code of practice (L108) on the implementation of these regulations issued by the HSE.
- ii) In the School environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. grounds maintenance equipment.
- iii) As a general rule the regulations will not apply where noise levels are below 80dB(a). Where trigger levels are exceeded an external competent person will be commissioned to carry out the required assessment.

3.16 Occupational Health

3.16.1 *Access to Occupational Health services*

- i) The LA has an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health.
- ii) Staff wishing to access this service should initially discuss the problem with the Head Teacher, who will respect the privacy of the individual concerned.
- iii) Where the health of an individual is causing concerns for the health and safety of others, management reserve the right to refer that person to the occupational health service following consultation with the LA.

3.16.2 *Bullying*

- i) Bullying of any employee will not be tolerated and will be regarded by the Governing Body as a disciplinary issue. Management responsible for addressing incidents of bullying will follow guidance from the LA.

3.16.3 *Drugs and Alcohol*

- i) Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol the matter will be dealt with in accordance with the approved Substance Misuse Policy.
- ii) Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

3.16.4 *Health Surveillance*

- i) It is not considered that any employees on site are subjected to continued exposure to any substances which are so hazardous as to require their health to be monitored.

3.16.5 *Health Promotion*

- i) The Governing Body recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The 3 most important factors affecting health are smoking, diet and lack of regular exercise.
- ii) Assistance will be given wherever practical in relation to:
 - smoking cessation courses
 - encouraging healthy diet (healthy options available in school dining facilities)
 - encourage staff to use the sporting and exercise facilities on site (where available)
- iii) Further information on assistance available can be gained from the LA Wellbeing Group.

3.16.6 *Legionnaires Disease*

- i) Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.
- ii) A legionella risk assessment will be undertaken every two years and will form how the school manages the risk of water hygiene issues.
- iii) Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.
- iv) The advice in the Approved Code of Practice will be followed on site.

3.16.7 *New and Expectant Mothers*

- i) The guidance 'New and Expectant Mothers' from the Health, Safety and Wellbeing Service will be followed. This is available for staff to view on EIS.

3.16.8 *Stress at Work*

- i) Stress is becoming an increasingly important issue. The Health, Safety and Wellbeing Service have produced a general guidance document entitled 'The Management of Stress in the Workplace'. It is the policy of the governing body that this guidance is followed.

3.16.9 *Violence at Work*

- i) Violence to any employee will be treated very seriously and the advice set out in the document issued by the LA 'Challenging Behaviour and Violence at Work' will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

3.17 Off site Educational Visits/Activities

It is imperative that guidance issued by the LA, 'Management of Outdoor Learning, Off-site Visits and Adventurous Activities' (which is linked to National Guidance) is strictly adhered to for all off-site visits.

- i) All visits to sites which involve overnight stays, adventurous activities or foreign travel must be assessed and approved by the LA and leaders must have LA authorisation before the venture takes place.
- ii) In addition to LA guidance all staff participating in an off-site visit must follow any school policies and the leader must have permission from the Head Teacher prior to the venture taking place.
- iii) The visit leader should complete a relevant risk assessment before the visit is due to take place. The risk assessment must cover all aspects of the venture for which the school has responsibility including plan B.
- iv) All schools must have a trained Educational Visits Co-ordinator in place for off-site visits to take place.

All staff participating in an off-site visit must follow the LA and any school policies. The visit must be authorised by the Head Teacher and where appropriate by the LA before the visit is due to take place. Party leaders must carry out a relevant risk assessment prior to the venture which the Head Teacher / EVC will need to see before permission to proceed is granted.

3.18 Personal Protective Equipment

- i) The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE (L25) will be followed.

- ii) The circumstances where these regulations apply are fairly limited within school premises e.g. Science & Technology, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times.
- iii) Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

3.19 Safety Representatives/Safety Committee/Consultation

- i) Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate health and safety issues.
- ii) The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non union employees.
- iii) Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989.
- iv) The Governing Body will fulfil these obligations though the Head Teacher who will involve all staff including representatives in the development of health and safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, development of risk assessments, disseminating information and assisting in developing training needs.

3.20 Site, Building and Staff Security and Safety

3.20.1 Site

- i) The site should be securely fenced but where it is not possible to secure the whole site strategically placed CCTV cameras if appropriate will provide a deterrent to unauthorised access.
- ii) Doors will be secured with locks/key-pads, as will gates and the entrance to the pond and other high risk areas.
- iii) No child will be permitted to open the main exterior doors to any person known or unknown; this is the responsibility of the adults in charge.
- iv) Signs will be placed at all main entrance points requiring visitors to report to the school office before entering the site.
- v) No child will be permitted to leave the site without prior written consent from a parent or carer. Any pupil leaving the site during school hours should be signed out/in by a parent or carer. A separate risk assessment will be enforced for Home-time procedures.
- vi) Any member of staff leaving the premises should make it known to the Head Teacher and/or secretary; they should also report their return to school. When the Head Teacher leaves (and returns) the school site, she will inform the next

most senior member of staff, who will assume responsibility for the school in her absence; other staff will also be made aware as appropriate.

- vii) There will be designated areas on the playground/field for specific play activities, e.g. football, running. Pupils will be involved in Risk Assessments for safe play, e.g. using the climbing frames.
- viii) A separate, smaller play area is available for younger pupils if needed or is appropriate.
- ix) Rules for safety around the school site will be an integral part of class discussions with all pupils at appropriate times during the school year.

3.20.2 *Separation of Vehicular and Pedestrian movement*

- i) The Head Teacher will ensure that car parking arrangements, including those for disabled persons, do not compromise the safety of pedestrians.
- ii) The Head Teacher will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians.
- iii) The Head Teacher will request that deliveries are not made during break or lunch times, or for 15 minutes prior to the opening and after the close of school in order to avoid peak pupil movement times.
- iv) Separate access will be provided for pedestrian access which removes as far as reasonably practicable the risk of contact with moving vehicles.
- v) A risk assessment will be undertaken for all vehicular movement on site.
- vi) It is the responsibility of all staff to ensure the safety of pupils in and around the access points to the school hall. The Head Teacher will liaise with the dinner-delivery-driver regarding acceptable means of vehicular access and egress.
- vii) The drive to the school hall will not be for public use, i.e. disabled, emergency vehicles only; this includes pedestrians. Exceptions will be made with prior consent of the Head Teacher, e.g. visiting teachers/coaches with equipment to unload; parents & toddlers walking down the drive rather than through a busy playground.

3.20.3 *Staff*

- i) Staff working either in isolated parts of the building and/or out of normal hours should follow the LA advice within the “Lone Working” Guidance where applicable. Risk assessments for any lone working activities will be completed and appropriate controls will be implemented as required.
- ii) Contract cleaning staff should sign in with the caretaker on commencement of work and sign out at the end of their shift.

3.20.4 *Visitors*

Visitors must sign in at reception and will be issued with a visitor's badge which must be returned on leaving the site.

3.21 Statutory Inspections and Examinations

Statutory inspections and examinations of boilers, pressure vessels lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. The register of these will be held by the Premises Officer who will confirm that arrangements for inspection and examination are made by the due dates in accordance with manufacturer's instructions.

3.22 Supervision of Pupils

- 3.22.1 The Head Teacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.
- 3.22.2 The Head Teacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunch time.
- 3.22.3 All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the buildings and site.
- 3.22.4 Staff supervising pupils in and around practical rooms i.e. sports hall will be responsible for ensuring that pupils behaviour is safe and in accordance with the school code of conduct.
- 3.22.5 In all cases a risk assessment should be conducted that will detail the numbers/ratio in relation to the activity and the individuals taking part in the task.

3.23 Training

3.23.1 All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan which will be approved by the Governing Body.

3.23.2 *The Training Plan will cover:-*

i) **Induction Training**

Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts I to III of this policy will be issued.

ii) **Management Training**

The Governing Body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.

iii) **Specialist Training**

The Head Teacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.

iv) **Fire Training**

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of fire fighting equipment and alarms.

3.23.3 The school will follow Leicestershire County Council's Competence Training and Awareness Policy to ensure that all staff have sufficient competence, training and awareness of the occupational health and safety risks associated with their work activities.

3.24 Visitors

3.24.1 Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures.

3.24.2 In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Appendix 1.

3.25 Work Experience

3.25.1 The Head Teacher will ensure that all young persons under the age of 18 who are either employed by the school or gaining work experience have a suitable and sufficient risk assessment in place before they commence employment/the placement.

APPENDIX 1 - PART III Competent Persons and Relevant Locations

RESPONSIBILITY	COMPETENT PERSON	LOCATION
First Aid Appointed Person	All trained Staff	
First Aid Box Locations	Headteacher.	Base 1 and Resources
First Aid Trained Staff	All staff	
Accidents Notified to	Administrative Officer who has access to AssessNET	
Fire Marshals	Headteacher and Administrative Officer	
Assembly Points		Play ground
Emergency Procedures		Follow Disaster recover policy – copy in school and one copy off-site (Headteachers House)
Asbestos Survey and Asbestos Management Plan	Administrative Officer and Administrative Assistant	School to insert location(s) of documents
Asbestos ASB100 sheet	School to insert name of person responsible for ensuring contractors sign the sheet	School to insert location(s)
Statutory Inspections i) Boilers ii) Hoists & Lifts iii) Fire Safety	School to insert name of person responsible for organising inspections	School to insert location(s) of documents
Out of School Visits	School to insert name of EVC	
Risk Assessments	School to insert name of persons responsible for completing risk assessments	School to insert location(s)
COSHH Assessments	School to insert name of person responsible for completing assessments	School to insert location of assessments
Manual Handling Assessments	School to insert name of person responsible for completing assessments	School to insert location of assessments
Grounds Maintenance (grass cutting, litter picking and gardening equipment)	School to insert name of person/contractor	
Catering	School to insert name of person	
Premises Officer	School to insert name of person	
Occupational Health Service	Health Management	
Safety Representatives	School to insert name of person	
Gardening	School to insert name of person	

This list is not exhaustive, when personalising this document you need to consider all relevant activities and who is responsible. For any further information please contact Health, Safety & Wellbeing Tel 0116 305 5515.