



# HEALTH AND SAFETY POLICY

NORTHBOURNE.SP.014

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Northbourne CE (A) Primary School

Cockcroft Road,  
Didcot  
OX11 8LJ

# Health and Safety Policy

## 1. Statement of intent

The Governing Body of Northbourne CE Primary School undertakes to meet fully its responsibilities under the Health and Safety at Work Act 1974 to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in the Arrangements section of this policy.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the Arrangements section.

## 2. Organisation

### 2.1 Responsibilities of the Governing Body

The Governing Body will ensure that:

- ✓ The headteacher produces a school Health and Safety Policy for the school for approval and adoption by the Governing Body;
- ✓ Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept;
- ✓ Sufficient funding is allocated for health and safety, for example, in respect of training, personal protective equipment etc;
- ✓ Regular safety inspections are undertaken;
- ✓ Inspection reports, including those from trade union health and safety representatives, are considered and acted upon;
- ✓ Health and safety is a standing item on the agenda of all meetings;
- ✓ An annual Health and Safety report is published;
- ✓ A positive health and safety culture is established and maintained.

### 2.2 Responsibilities of the Headteacher

The headteacher is responsible for the day-to-day overall management of the health and safety in the school. The headteacher will ensure that:

- ✓ A health and safety policy is produced for approval by the Governing Body and that the policy is regularly reviewed and revised as necessary, at least every two years;
- ✓ Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances;
- ✓ For high risk activities, safe systems of work are identified via a suitable and sufficient risk assessment that is dated and signed;
- ✓ Information and advice on health and safety is acted upon and circulated to staff and governors;
- ✓ Regular inspections are carried with reports submitted to the Governing Body and Trust;
- ✓ An annual report is provided to Governing Body;

- ✓ There is co-operation with the Trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures;
- ✓ Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons;
- ✓ Staff are provided with equipment or other resources to enable their work to be undertaken safely;
- ✓ Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties;
- ✓ There is co-operation, with, and provision of necessary facilities for, trade union health and safety representatives;
- ✓ Appropriate tasks are delegated to the Academy's Premises Manager and other premises staff.

### 2.3 Responsibilities of Senior Leadership Team (SLT)

- ✓ Deputy and assistant Headteachers may be required to undertake any of the Headteacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management;
- ✓ Deputy and assistant Headteachers may be expected to oversee health and safety matters relating to their curriculum areas.

### 2.4 Responsibilities of the Caretaker

- ✓ Safe means of access and egress are maintained;
- ✓ The premises are kept clean and that adequate welfare facilities are provided;
- ✓ Safe working arrangements are in place when contractors are working on the premises;
- ✓ Adequate security arrangements are maintained;
- ✓ Adequate fire safety arrangements are implemented;
- ✓ Regular testing and recording of maintenance of electrical equipment, including portable equipment, takes place;
- ✓ Adequate systems are in place for the management of asbestos and control of legionella;
- ✓ All premises-related accidents/incidents are recorded and investigated;
- ✓ Regular recorded inspections of the premises take place, with union safety representatives invited to take part;
- ✓ A copy of the Health and Safety Law poster is displayed in an easily accessible location.

### 2.5 Responsibilities of all employees

Implementation of the policy is a management responsibility but the co-operation of employees is essential. All staff employed by the school will act responsibly to ensure that:

- ✓ They are familiar with, and comply with, the Health and Safety Policy;
- ✓ They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities;
- ✓ They report immediately, to the Headteacher or to their line manager any serious or immediate danger of which they become aware;
- ✓ They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher or to their line manager;
- ✓ There is no misuse of anything that has been provided for health and safety purposes;
- ✓ They use the correct equipment and tools for the job and any protective equipment that may be supplied.

### 2.6 Responsibilities of pupils

All students will be encouraged to follow safe working practices and observe safety rules. All students will:

- ✓ Follow all instructions issued by any member of staff in case of emergency;
- ✓ Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms;
- ✓ Inform a member of staff of any situation which may affect their safety or that of other students or staff.

### 3. Arrangements

#### 3.1 Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. Northbourne CE Primary School will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. Northbourne CE Primary School will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

#### 3.2 Health and Safety Committee

Northbourne CE Primary School may establish a safety committee to enable management and trade union representatives to work together to ensure not only compliance with the law but also the development of a positive health and safety culture within the workplace. Northbourne School recognises that when employees are actively engaged in health and safety, workplaces have lower accident rates.

#### 3.3 Health and Safety Policies and Procedures

Northbourne CE Primary School will adopt the Trust's arrangements or, where necessary, establish its own arrangements, which may be set out in separate policies, for addressing the following areas:

Reporting of incidents / accidents / abuse	Asbestos management	Contractors on site	Off-site activities	School security
Slips and trips	Vehicle movements	Fire safety	Electrical safety	ICT Use
First Aid	Lifting and handling	Infectious diseases	Sever weather	Administration of medicines
Critical incidents	Lone working	Dignity at work	Stress management	Water safety / legionella
Working at height	Driving at work	Chemical safety (COSHH)	Hygiene standards	Commissioning and monitoring of contractors

## Appendix 1: Arrangements in place supporting the Health and Safety Policy

The following arrangements have either been established through risk assessment at Trust level, or are national standards.

### Accident/incident recording/reporting

Any accident or injury is to be reported in accordance with the Trust's accident reporting procedures to the Chief Operating Officer by the person involved in the accident or by the direct line manager. All significant accidents or incidents that are considered to be dangerous and near miss situations are to be reported. An immediate investigation into the incident must occur in order to identify the cause of the accident and the measures taken to prevent a recurrence.

### Non smoking

Smoking is not permitted on any part of the Trust premises or grounds.

### Asbestos

The Academy Asbestos Management Plan (AMP) is kept by the Chief Operating Officer and any major works planned and any work involving access to roof voids, demolition or drilling into the ceilings/floors/walls, must be approved in advance to ensure asbestos is not likely to be disturbed. All staff are advised that asbestos containing materials (ACMs) across the Trust premises are not always labelled and that they should not pin, drill or otherwise potentially damage walls, ceilings, floors, etc. Staff are advised to assume that asbestos is present if in any doubt.

### Contractors on site

It is the responsibility of contractors to read and comply with the Trust's Health & Safety policy and Health and Safety procedures. Contractors working on site are required to comply with the working rules as issued by the Trust. Any breach of these rules is to be reported to the Resource Director.

### First Aid

The Trust will meet the basic recommendation for first aiders, and will promote basic awareness of first aid to all staff. The Chief Operating Officer will hold a list of all qualified first aiders and monitor their training needs as and when required.

### First Aid boxes

First aid boxes are kept on site and these only contain approved materials. The boxes are available for first aid use for staff/students/visitors on site.

### General maintenance

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above, the following maintenance arrangements have been made.

#### a) Electrical installation

The fixed electrical installation will be tested by electrical maintenance contractors as required by the Electricity at Work Legislation.

#### b) Portable Electrical Equipment

Portable electrical equipment is to be visually checked by staff before use, and if any defects are noted the item is to be put out of use and reported immediately to the Resource Director. In addition, the portable electrical equipment is subject to an annual check in line with Legislation.

#### c) Defective equipment and tools

All defects found in hand tools, power tools or any other equipment must be reported to the line manager who in turn will report to the Chief Operating Officer. The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been affected.

## **Computer workstation assessments**

The Trust will ensure that all other DSE Regulations are met. If staff have any questions on DSE, they should initially speak to their line manager, who will refer the matter to the Chief Operating Officer if unable to resolve it.

## **Fire**

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in the Academy, the measures to prevent fires starting, and the measures to ensure everyone can escape from the building in the event of a fire. Fire evacuation procedures have been circulated to all staff, are displayed in Main Reception for visitors to consult, and notices are displayed in all teaching rooms on what to do in the event of a fire. Fire drills take place each term, and fire fighting equipment is regularly maintained.

## **Hazardous substances**

Specific subject areas (for example, Science and D&T) and cleaning and catering will keep records of risk assessments, COSHH assessments, CLEAPSS documentation, and copies will be held centrally by the Chief Operating Officer. If staff have any questions on hazardous substances these should be raised with line.

## **Manual handling**

Personnel or students are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

## **Security**

Trust sites are regularly reviewed in terms of security and the Trust endeavours to constantly monitor and review security measures in order to provide a safe and secure environment for students, staff, visitors and contractors on site. Staff are encouraged to report any issues or concerns to the Chief Operating Officer.

## **Water assessment and control**

Measures are in place for the regular monitoring and recording of hot and cold water systems to manage the risk of legionnaires disease. A Water Hygiene Risk Assessment will be carried out every two years in accordance with L8 legionnaires' disease: the control of legionella bacteria in water systems, approved code of Practice and guidance on regulation.

## **Work at height**

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury (for example, putting up displays). Staff should not carry out such activities unless training has been undertaken and an appropriate risk assessment carried out.

## **Transport**

Staff that use their own cars to transport students/equipment during the working day must ensure that they are adequately insured, that is, with business use.

## **Out of academy visits**

All personnel that arrange or actively participate in Academy visits or out of Academy activities must follow the Trust and/or Academy's procedures.

## **Visitors**

It is the duty of all personnel within the Trust to ensure the Health and Safety of all visitors. Visitors should not be allowed to enter work areas unaccompanied.