



# Health and Safety Policy

River Bank Primary School

2019

## Introduction

It is our policy to carry out our activities in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities, including the general public where appropriate. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, Luton Borough Council departments, and the occupiers and owners of premises and land where we are required to work in order to pursue our Health and Safety Policy aims.

## Statement of intent

As far as reasonably practicable our aims are to:

- maintain and develop a safety culture and a safe and healthy working environment, to remove or reduce the possibility of accidents, injuries or ill health and to ensure the welfare of all persons
- assess and control health and safety risks arising from our activities, recording significant findings and monitoring safety arrangements
- allocate sufficient resources to ensure compliance with health and safety legislation
- ensure safe handling, storage and use of substances and equipment
- consult with all staff on matters affecting their, and our pupils, health, safety and welfare
- ensure provision and maintenance of safe plant and systems of work
- ensure provision and maintenance of a safe place of work with safe means of access and egress
- ensure provision and maintenance of a safe working environment and adequate welfare facilities
- continually promote a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- ensure staff are suitably trained and competent to do their work safely
- provide appropriate information, instruction and supervision for staff, pupils and visitors
- review and revise safety policies and procedures periodically and when new requirements/legislation emerge

Signed \_\_\_\_\_ Chair of Governors

Signed \_\_\_\_\_ Headteacher

Date \_\_\_\_\_

## Roles and Responsibilities

The overall responsibility for health and safety at River Bank Primary School rests with the Governing Body who will:

- designate a Governor (see handbook) with responsibility for Health and Safety who is to advise and assist in all areas of Health and Safety
- ensure that health and safety has a high profile

- ensure that the Health and Safety policy and arrangements are effectively communicated to all staff
- ensure adequate resources for health and safety are made available, including getting advice from external competent persons
- ensure that staff are appropriately trained to manage risks on a day to day basis
- obtain help and advice from external, competent sources when required
- monitor and review health and safety arrangements

The Headteacher will:

- develop a safety culture throughout the school
- ensure a safe & healthy environment & provide suitable welfare facilities
- assess and control risk as part of the day-to-day management of the school and ensure that significant hazards are assessed, suitable arrangements are made to remove or reduce the risks and resources are made available to ensure compliance with health and safety legislation
- ensure staff are aware of their responsibilities. Consult with staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- consult with safety representatives on the arrangements for cooperation on health and safety matters
- ensure that Risk Assessors undergo training appropriate to the Risk Assessments that they will undertake
- ensure that all risk assessments are periodically reviewed
- approve all risk assessments & control measures prior to implementation and approve proposed safe working procedures
- ensure that all staff are aware of, and as necessary trained in, control measures introduced by risk assessments
- make operational decisions regarding health & safety
- ensure periodic safety tours and inspections are carried out
- monitor and review the health and safety policy and procedures periodically and as required
- monitor and review the health and safety checks in the premises checklist folder
- monitor health and safety performance and take any action necessary should this performance appear or prove to be unsatisfactory
- investigate all accidents in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate
- ensure that the annual Health and Safety audit is carried out
- update the Governing Body

Health and Safety Consultation with Staff

Employers have to consult employees either directly or through appointed or elected representatives, on health and safety matters. Our school chooses to consult staff directly by way of:

- Annual surveys

- Health and safety governor and health and safety administrator are always in school for direct reporting and consultation
- Health and safety briefings take place in the year

The School Health and Safety Administrator (see handbook) will:

- keep all records, required under Health and Safety Law and regulation, and as required by the Headteacher, up to date
- periodically review accident and sickness records for trends that could indicate a hazard and inform the Headteacher accordingly
- record all potential reported hazards; inform the Headteacher and record subsequent remedial action taken
- maintain a record of safe working procedures
- advise the Headteacher in good time when periodic Health and Safety reports and returns are due and when periodic Health and Safety events, e.g. Fire Drills are due
- ensure that the Health and Safety Law Poster is displayed
- maintain the Risk Assessment Register
- retain all Risk Assessments, including superseded assessments, for a period of seven years
- maintain records of all Health and Safety related instruction and training provided for all members of staff together with dates when refresher training is required
- arrange a weekly Premises Safety Inspection carried out by site staff and a termly inspection carried out by the business manager, site staff and health & safety governor

All staff, including peripatetic staff, have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:

- supporting and complying with the school's health & safety arrangements and ensuring they act in a responsible way towards the health & safety of themselves, pupils, other members of the school, visitors, contractors and members of the public
- ensuring their own work area remains safe at all times
- not interfering with health & safety arrangements or misusing equipment
- complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
- where any new process or operation is introduced in the area of their responsibility, they are to liaise with the H&S Administrator (as appropriate) so that the associated risks are assessed and any precautions deemed necessary are implemented
- attending relevant training courses
- reporting safety concerns to their staff representative or other appropriate person
- reporting any medical condition or health issues (temporary or otherwise) that could affect their ability to work safely
- reporting any incident, accident or dangerous occurrence, in accordance with current procedures, that has led, or could have led, to damage or injury
- assisting in investigations following an incident, accident or dangerous occurrence
- ensuring that all new members of staff under their control are instructed in their own

individual responsibility with regards to the Health and Safety at Work Act 1974 and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary

## Arrangements

The following arrangements for health and safety have been drawn up in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for River Bank Primary School.

In carrying out their normal functions, it is the duty of all staff to do everything possible to prevent injury and ill-health to others. This will be achieved, so far as is reasonably possible, by the implementation of these arrangements and procedures.

General arrangements can be summarised as follows:

- providing and maintaining safe equipment and safe systems of work.
- making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- providing safe places to work with safe access to and exit from them
- providing a healthy and safe working environment with adequate welfare facilities
- providing a system for rapidly identifying and effectively dealing with hazards
- implementing control measures to reduce risks to as low as reasonably practicable
- providing suitable personal protective equipment (PPE) & clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort

All personnel have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

Staff are required to observe the safe working methods that apply to their own work and to report hazards discovered by them to the Premises Manager, Health and Safety Administrator or Headteacher immediately upon discovery.

## Accident Reporting

Any accident or injury is to be reported and entered in the Accident Report Book. The Accident Book is held in the First Aid Room. The school also uses Assessnet to record significant incidents. It is then decided if these should be reported under RIDDOR.

Accident records will periodically be analysed to identify trends to gather meaningful information on causes to help prevent reoccurrences.

Contractors must report any accidents to the Headteacher.

The Headteacher shall ensure that the governing body is informed of all accidents of a serious nature and dangerous occurrences.

RIDDOR reportable accidents will be reported to the HSE within 10 days. This is carried out by Luton Council as part of our SLA.

### **Accident Investigation**

All significant accidents or incidents and near-misses are to be reported to the Headteacher.

A documented investigation into the incident/accident must be carried out in order to identify the cause and to implement measures to prevent reoccurrence.

### **Safe Working Procedures**

All staff and supervisors must ensure that safe working procedures are developed through:

- risk assessing the tasks
- identifying the hazards
- deciding who might be harmed and how
- evaluating the risks and deciding on precautions
- documenting the assessment
- implementing the safe system of work
- monitoring the safe system of work
- reviewing the assessment and update if necessary

Once developed, safe working procedures must be recorded, agreed by the Headteacher, and circulated to protect all personnel working within the school from risks to their health and safety. They must familiarise themselves with laid-down procedures and ensure that personnel under their control are fully aware of these procedures.

### **Risk Assessments**

- Local responsibility for identifying, assessing and controlling risks rests with the personnel within the area of work.
- Risk assessments are to be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.
- Risk assessments are to be carried out by competent persons only who must have completed appropriate risk assessor training.
- All risk assessments & control measures are to be approved by the Headteacher prior to implementation.

- Completed risk assessments are to be stored in the Risk Register maintained by the Health and Safety Administrator.
- Risk assessments are to be reviewed periodically in accordance with the determined risk assessment review date.
- All risk assessments, including superseded assessments, are to be retained for a period of seven years.

## **Hazard Identification and Reporting Procedures**

Typical hazards that any member of staff might identify include:

- slipping/tripping hazards (e.g. poorly maintained floors and steps)
- fire hazards (e.g. broken door closers)
- falling hazards (e.g. lack of balustrades on steps)
- vehicle hazards (e.g. pedestrian/vehicle conflict)
- electrical hazards (e.g. loose wiring, broken fittings)
- manual handling hazards (e.g. inappropriate lifting equipment)

In addition, staff should consider the types of people who enter the school and its grounds, what they do and how this might lead to harm, in particular:

- people with disabilities
- visitors to the building
- inexperienced staff
- lone workers
- contractors

Any identified hazards must be reported to the Health and Safety Administrator who will take appropriate action.

Arrangements for staff training, including competence in risk assessment, will be made by the Headteacher based on a needs analysis.

## **Defective Equipment**

Defects in equipment must be reported to the site management team and any defective equipment removed from use and clearly marked as faulty until it is repaired or replaced.

## **Working at Height**

When using access equipment, such as ladders or stepladders, the correct equipment for the job to be undertaken must be used. This selection must always be underpinned by a risk assessment and it must be used in accordance with the training provided. Only those who have received appropriate training may work at height.

Contractors are to be advised of all access points within and around the building. These should include fire safety advice in the roof void and the locations of the external ladder fixing brackets. Contractors working at height are to be appropriately supervised.

## Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following are to be adhered to at all times:

- corridors and passageways must be kept free from obstruction
- shelves in storerooms are stacked neatly and not overloaded
- heavy items are to be placed on shelves close to waist height to facilitate safe manual handling
- floors are to be kept clean and dry
- emergency exits must not be obstructed
- rubbish and litter to be cleaned and removed at the end of each working day

## Electrical Equipment

Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment. Where 13-amp sockets are in use, only one plug per socket is permitted. Protective outer sleeves of electrical cables are to be firmly secured within the plug. Where the outer sleeve is not secure within the plug, and a wire is visible, a qualified person is to be contacted to rewire the plug correctly.

Electrical equipment that is known to be, or is suspected to be faulty must not be used and should be removed from use immediately and marked as defective until repaired.

All electrical equipment must be tested annually by a qualified engineer. Private electrical equipment is not to be brought onto the premises or used unless it has been tested. Fixed main electrical installations will be inspected and tested in accordance with the recommended intervals for Fixed Wire Installation tests.

## Control and Use of Harmful Substances

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill-health

No new materials or chemical substances are to be brought into use unless a COSHH assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the Premises manager or Headteacher

Staff must not attempt to use a harmful substance unless suitably trained to do so and have been provided with the necessary PPE.

Harmful substances are to be stored securely when not in use

## Display screen equipment

Display screen assessments will be monitored by the health and safety administrator for teaching staff and administrative staff who regularly use laptops or desktop computers. Occupational health advice will be accessed if appropriate.

## **Lone Working**

Wherever possible staff should not work alone. It is recognised that on occasion staff might be alone in a building. These staff should take especial note of the following:

- Ensure someone knows where you will be working and what time you will finish.
- Make sure all doors and windows are locked.
- Be aware of Health and Safety, do not take unnecessary risks. For example, avoid potential hazards such as working at height and the use of ladders.
- When opening and closing sites try to arrange the times so that you are on site just before others arrive and close sites just after the last person has gone, to keep the time that you are on your own to a minimum.
- Keep a mobile phone with you as you move round the building.

## **Gas safety**

Inspections are carried out on an annual basis by a qualified, competent person and records of these inspections are kept in the school office. Weekly checks take place on the gas emergency shut off valve.

## **Water hygiene and treatment**

Water hygiene samples and checks take place as required by the premises checklist file. The site team are responsible for recording and updating the checklist file and this is kept in the school office.

## **Personal Protective Equipment**

Personal protective equipment (PPE) is provided where risks to health and safety cannot be adequately controlled in other ways. The need for PPE will be identified during the risk assessment process. Staff will be trained in how, why and when to use it. PPE currently in use includes hi visibility clothing, goggles and gloves.

## **Smoking**

Smoking and / or vaping is not permitted in the school buildings or anywhere within the school grounds.

School staff are not to smoke close to the school or do so in a place where they could be associated with the school.

## **Stress at work**

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible

### **Use of vehicles**

Staff may occasionally use their own vehicles for school use i.e. meetings, home visits etc. In order to do so they need to ensure the car is roadworthy, have business insurance and a valid MOT if the car is over 3 years old. Use of the school's minibus and all relevant procedures is contained within the school's minibus policy.

### **Violence and aggression**

The school has a violence and aggression policy adopted from Luton Council.

### **Fire Safety**

The school has a separate fire safety policy which includes evacuation procedures.

### **Food Preparation Area**

Only authorised staff are allowed access into the school's kitchen area and this is covered in a risk assessment.

All catering staff are to operate within the requirements of the Food Standards Act 1999 and follow the Food Standards Agency guidance.

### **Visitors**

It is the duty of all school staff to ensure the health and safety of visitors at all times.

All visitors must sign in and out at reception, be provided with a visitors badge and be accompanied to their destination as appropriate.

The relevant staff are to be made aware of visitors to the school upon their arrival.

### **Contractors**

Contractors are to report to reception upon arrival and departure and be provided with a fire safety brief immediately upon arriving. Prior to any work commencing contractor risk assessments and safe working systems are to be inspected by the H&S Administrator.

Contractors must comply with the school's safety policies and safe working procedures. If there

are any breaches of safety, then these must be reported to the Headteacher immediately.

All contractors are to be appropriately supervised at all times. Appropriate supervision will be determined by the type of work being undertaken, levels of perceived risk and length of time that the work will take to complete.

Contractors will need to provide copies of risk assessments, method statements and any relevant qualifications. Permits to Work will also need to be completed when the risk assessment indicates that the work involves high risks including:

- Complex / high risk working at height
- Work carried out in confined spaces
- Work involving hot work
- Work carried out on high voltage or dangerous electrical tasks
- Other general tasks involving unusual serious hazards

### **Manual Handling**

Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and a manual handling risk assessment has been carried out.

Where any doubts exist about the handling of awkward or heavy loads, then advice must be sought from the senior leadership team prior to any manual handling operations commencing.

### **Monitoring and Review**

This policy will be annually reviewed by the Full Governing Body.

#### **Signed:**

**Adopted:** 7<sup>th</sup> March 2019

**Review Date:** Spring term 2020