



Health and Safety Policy

Member of staff responsible	Mrs Alison Hodgson
Review Date	November 2015
Next review Date	November 2016

This policy is a supplement to the range of specific Academy Health and Safety Policies identified in the 'Procedural Arrangements' found on page 7 of this summary policy. Staff can refer to the individual policies in EHPA 'Teachers' Shared Area'.

The purpose of this policy is to indicate the organisation and management arrangements for applying these policies at a local level within East Herrington Primary Academy.

This Policy will be reviewed by the Headteacher and the Governing Body annually.

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PART 1

GENERAL STATEMENT

1. The Governing Body and Headteacher recognises and accepts their respective responsibilities of the Health & Safety at Work etc. Act 1974, to provide a safe and healthy workplace for all its employees.
2. The Headteacher and Governing Body and all staff will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
 - (a) Plant, equipment and systems of work, that are safe;
 - (b) Safe arrangements for the use, handling, storage and transport of articles and substances;
 - (c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
 - (d) A safe place of work with safe access and egress from it;
 - (e) A healthy working environment and adequate welfare facilities.
3. Although it is the duty of the Governing Body and Headteacher to ensure the health, safety and welfare of all persons, nevertheless all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & safety Policy, at all times.

Signed (Headteacher) _____

Signed (Chair of Governors) _____

Date _____

PART 2

ORGANISATION & MANAGEMENT ARRANGEMENTS

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(SECTION 1) THE GOVERNING BODY

Will:

- Make themselves aware of the Health & Safety Policy and ensure that copies are maintained and accessible in school.
- Ensure that there is an effective policy for health and safety within school (This School Health & Safety Policy) and that a copy has been issued to all members of staff.
- At least annually, or when necessary, monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice where necessary.
- Ensure that the Headteacher and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by;
Produce risk assessments where appropriate – Premises, People Specific, Working at Height, Lone Working.
Taking account of reports from monitoring
Reviewing the application of this policy from time to time and at least annually
- Ensure that health and safety functions of all staff are clearly described within job descriptions.
- Support the Headteacher by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by; involving staff with risk assessment, investigating accidents, communicating via staff meetings, notice boards, circulation of minutes, liaison with union reps, safety inspections and appropriate training.
- Ensure that all liability is covered by adequate insurance.

(SECTION 2) THE HEADTEACHER / DEPUTY/SCHOOL BUSINESS MANAGER

Will

- Within the resources available to them, manage health and safety in School on a day to day basis.
- Ensure that a written copy of the Health & Safety Policy is prepared for approval by the Governing Body and issued to each member of staff in the School.
- Have day to day responsibility on behalf of the Governing Body to ensure that this Policy is understood, implemented and complied with at all times and at all levels.
- Take a direct interest in the Policy and support the Governing Body with any monitoring and review.
- Co-operate fully in the training of Safety Representatives and arrange consultation procedures as appropriate.
- Ensure the arrangements for the management of areas of health and safety in school are formalised in Part 3 of the School's Policy, i.e. Risk Assessment, Accident reporting, First Aid, Fire/Evacuation, Control of Contractors, Management of Asbestos etc. etc.
- Ensure, where reasonably practicable that only safe working practices are used, in order to provide maximum safety for all personnel under their charge.
- Maintain good house keeping standards in their school at all times.

(SECTION 3) ALL EMPLOYEES

Will:

- Ensure, where reasonably practicable that only safe working practices are used by them and persons who are under their charge.
- Ensure that any health and safety problem which cannot be resolved by them is raised quickly with the Headteacher.
- Make themselves familiar with the Safety Policy (including risk assessments) of the School and that of their respective department including any safety rules and codes of practice that have been established.
- At all times, make full use of appropriate safety equipment and protective clothing and make full use of appropriate safety devices.
- Report any accidents, unsafe working practices or systems of work which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment to the Headteacher.
- Take reasonable care of the safety of himself/herself and of other persons who may be affected by his/her omissions at work.
- Co-operate with the School's management so as to enable it to carry out its own responsibilities.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare by the Academy.

(SECTION 4) SAFETY REPRESENTATIVES

Where trade union representatives request to appoint a member of staff as a Union Safety Representative, the school will afford them this facility in accordance with the Safety Committees & Safety Representatives Regulations 1977. Also, non union representatives are entitled to be represented under the Health & Safety (Consultation with Employees) Regulations 1996.

The Headteacher will:

- Ensure that the management and employees of the Academy co-operate effectively in promoting and developing measures for health, safety and welfare at work, in consultation with appointed representatives and afford them sufficient paid leave of absence for the purpose of fulfilling their duties.
- Identify Union Safety Representatives on the HSE Health & Safety Law Poster, displayed in the Staffroom and below.

(SECTION 5) LEGAL FRAMEWORK

The following is an overview of how health and safety law applies to schools

- Health and safety legislation is enforced by the Health & Safety Executive, in accordance with the requirements of the Health & Safety at Work Act etc. 1974 and other relevant legislation.
- Headteachers and school staff, should implement policies and procedures
- Section 7 of the Act 1974 places a duty on all employees of the School to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons.
- You are also required to co-operate as far as is necessary so that the Governing Body can comply with any duties or requirements placed on them by any of the relevant statutory provisions
- A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive.

HM Inspectors of Health & Safety

- Inspectors may enter school premises at any time, without notice.
- Section 21 of the Act empowers a duly appointed Inspector under the Act to serve any person an Improvement Notice stating the he/she is contravening the Act of one or more of the statutory provisions and requiring the person to remedy the contravention within a specific time limit.
- Section 22 of the Act empowers an Inspector to issue a Prohibition Notice upon any person in control of activities which constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced.
- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Headteacher, who will, immediately, inform the Chair of the Governing Body.

PART 3

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PART 3

3.1 Management of Health & Safety at East Herrington Primary Academy

The Headteacher and staff recognise that like any work activity health and safety has to be managed proactively in school. The ultimate aim is to reduce the incidence of work related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

The moral and legal duties, failure to do so, results in civil claims costs for accidents and ill health against the academy.

All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Health and Safety is a standard item on regular staff meetings and this contributes to open discussion about issues in the Academy.

3.2 Risk Assessments

The Academy has developed risk assessments based on the LAs generic risk assessments so that they are specific to the Academy. Any queries should be raised with the Headteacher.

3.3 Workplace Requirements

For guidance on areas such as temperature, space, toilet facilities, lighting etc staff should consult the Academy Health and Safety Policy, Health and Safety in Offices Code of Practice (Teachers' Shared Area).

3.4 Control & Management of Contractors & Reporting Repairs

Only contractors on the CHAS data base will be used to carry out maintenance and construction work in school. A copy of the Approved List is accessed on the CHAS website. The Headteacher is responsible for seeking approval from the LA and liaising with the Contractor regarding on site risk assessment

Staff are responsible for reporting any outstanding repairs to the Headteacher. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis.

3.5 Management of Asbestos in School

A non-intrusive asbestos survey was carried out. A copy of the Asbestos Register is held at the School Reception and staff may consult it for further information. There is no material in such a condition that it presents a risk to health and the caretaker monitors its condition on a termly basis.

Staff, must not disturb asbestos containing materials in school and if you have any concerns you should report these to the Headteacher. Any contractor or any person carrying out work in School must consult and work in accordance with the Asbestos Register, before commencing work.

The School SAMO is Mr. K. Ridley.

3.6 Violence & Aggression: Reporting Procedures

The Academy has adopted the following definition of violence at work; “any incident where a member of staff is abused, threatened or assaulted in circumstances relating to their work”. Staff must report these incidents using the Violence at Work report forms held in the office. The Headteacher will discuss the incident and any follow up action.

3.7 Accident Reporting

All accidents to employees, contractors and visitors must be reported on the Council's Accident Report Form IR1. The forms are held in the School Office and the original is sent to Education & Children's Service's Health & Safety Unit Civic Centre, PO Box 113, Sunderland. SR2 7DN. A photocopy is taken for the School file. Those accidents which are “reportable” see guidance in IR1 instructions. An internal accident record procedure is completed each time a minor accident to a pupil occurs. If the pupil is taken direct to hospital an IR1 Form needs to be completed and Health & Safety need to be informed.

3.8 First Aid Arrangements

There are a number of named first aiders – trained for First Aid in the Workplace. At present the following staff are First Aid Trained:

Mrs. Mullen, Mrs. Haley, Mrs. Ferguson, Mr. Cawley, Mrs. Fannen,

The following staff have completed Paediatric First Aid:

Mrs. Cox, Mrs. Charlton, Miss. Firth, Mrs. Wilson

A travel first aid kit will be kept ready for off-site activities. The person in charge should be aware of accident procedures.

There are First Aid boxes kept in all key stages of the school and in the medical room,

We are not allowed to administer much in the way of basic first aid. Surface wounds should be washed using clean paper towel and water. Gloves should be worn at all times.

A record should be kept of all minor accidents in the First Aid Treatment Book kept next to the major first aid boxes

A child who has sustained accidental or hidden injury should be given a ‘bump’ sticker and explanation form to alert parents at home time to the accident. If a child has sustained a bump to the head then the first contact on the parental contact form should be informed. If the child needs hospital treatment then the person with parental responsibility must be contacted, even if this means disturbing them at work.

Accident forms are available in the office for serious accidents needing further medical attention.

Medicine is only administered by school staff if it is prescribed by the doctor to be taken four times per day. The parent/carer must complete a parental consent form stating the name of pupil, the medication and the frequency and dosage to be administered.

Medication will be kept in a secure place and a log will be completed by the member of staff administering the medicine. See Medication Policy and guidance leaflet for parents.

3.9 Provision & Use of Work Equipment

All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people.

3.10 Display Screen Equipment

All staff who use computers/laptops in their day to day work are classified as a "DSE User". Staff must carry out an assessment online and report is then sent to the Office. They have been given information about the risks associated with DSE use and understand how to control these risks.

3.11 Personal Protective Equipment

The Headteacher will arrange for the School to purchase PPE for any employee, if it is determined necessary as a result of risk assessment, to ensure the health and safety of that person. It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

3.12 Manual Handling

All manual handling tasks are eliminated or the risk to those involved reduced as far as is reasonably practicable by changing the work organisation (e.g. storage arrangements), use of mechanical aids etc. The Caretaker carries out the majority of manual handling and will receive specific health and safety training in this respect.

3.13 Moving & Assisting People(Where Appropriate)

The Academy has 1 child with relevant special needs. Any staff who may have occasion to lift any such children have been provided with appropriate training by Children's Services.

3.14 Fire Precautions

Staff must ensure that fire escape routes and final exit doors are kept clear at all times. Artwork must not cover emergency signage or fire alarm call points.

Staff who have completed Fire Warden training are: Leadership Team, Office staff and the Site Supervisor

Fire drills are carried out each term. Please make time to familiarise yourself with evacuation routes and notices.

A quarterly inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with an SLA with Property Services.

3.15 Control of Substances Hazardous to Health

The caretaker and cleaners use chemicals and substances classified under the COSHH Regulations. They have been provided with specific COSHH Risk Assessments and training so that they know how to control risks to their health.

3.16 Electricity at Work

The mains electrical system is tested every 3 years in accordance with an SLA provided through Property Services.

Portable electrical equipment is logged on an inventory and subject to periodic examination and test by electrical contractors.

Staff must not bring electrical equipment from home for use at work unless it has been subject to satisfactory examination and test.

3.17 Prevention & Control of Legionella

As part of a Service Level Agreement, the Council's Property Services Section carry out risk assessments to determine what cleaning and disinfection is required to the water system in school. That treatment is carried out by an approved contractor quarterly. The copy certificate is held in the Office.

3.18 Boiler & Electrical Room Safety & Maintenance of Heating Plant

As part of a Service Level Agreement, the Council's Property Services Section carry out an annual risk assessment to determine what servicing and maintenance is required to the heating plant. Copies of service records are held in the office.

Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times.

3.19 Vehicle Movement on School Premises

Deliveries to the school are minimised until the children are in classes.

At key times during the day there is no vehicle access, or movement of vehicles on the site. Signs are displayed to show these times.

3.20 Visits to Farms

Information about visits to farms is contained in Section 3.25 of Education & Community Service's Health & Safety Policy.

3.21 Outdoor Education Guidelines & School Trips

A comprehensive set of guidelines has been prepared by the Central Health and Safety Team and staff at Derwent Hill Centre, (EVAS). These are set out in Section 3.26 of Children's Services Health & Safety Policy.

Educational Visits must be authorised by the Headteacher and are subject to formal risk assessment, parental consent and insurance arrangements.

Before leaving the premises staff must complete an Educational Visits form, summarising key information about the visit. This should be filed in the Educational Visits file held in the Headteacher's room.

The trained Educational Visits Co-ordinator is Mrs. Hodgson

3.22 Arrangements for New Staff

All new staff are issued with and given a brief introduction to this policy by the Headteacher. Any queries should be directed in the first instance to the Headteacher.

3.23 Further Technical Information & Advice

More detailed information on all of these arrangements is contained in the Academy Health and Safety Policies found in the Teachers' Shared Area under Policies, Health and Safety Policies.