



# Kislingbury CEVC Primary School Health, Safety and Welfare Policy

Policy review committee	Finance and Environment Committee
Policy Last reviewed	October 2016
Policy review Schedule	Annual
Policy new review due	Autumn Term 2017

## Introduction

The Health, Safety and Welfare of all the people who work or learn at our school are of fundamental importance. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children, members of staff and all other persons affected by our undertakings in accordance with the requirements of the Health and Safety at Work etc. Act 1974 (HASWA). It is our policy to comply fully with the HASWA and all other relevant statutory provisions, subject only to exceptions, exemptions and qualifications as are provided for in the legislation. We will provide and maintain safe, secure and healthy working conditions, equipment and systems of work for all our employees, and provide such training, instruction, information and supervision as is necessary for this purpose.

The allocation of general duties and responsibilities for safety matters and the arrangements, which we will make to implement the safety policy, are set out below.

The policy and the way it is operated will be reviewed at least annually and more often if the school changes in nature or size. It will also be revised in the light of legislative or organisational changes. Any revision necessary to improve safety performance will be made and then brought to the attention of all employees and others. The policy statement is effective from the date of its publication.

The policy of Kislingbury CEVC Primary School is to exceed the minimum requirements of the law where possible and to do this we will provide sufficient resources to meet this commitment. We will also ensure that systems are in place, which will allow us to maintain, monitor and, where necessary, improve safety performance. Included in these systems will be a means to allow communication and consultation on health and safety matters between those working all levels within the school.

To achieve this policy the school will:

- (i) Provide adequate resources to maintain Health and Safety.
- (ii) Use of both qualitative and quantitative risk assessment methods and review them when necessary to show both legal and policy compliance, and to generally support decision making on Health and Safety issues.
- (iii) Provide and maintain where reasonably practicable, systems of work, which are, safe and without risk to health.
- (iv) Provide each employee with such information, instruction and training as is necessary to enable the safe performance of work activities.
- (v) Ensure that each employee is supervised until they are competent in the tasks required of their position.
- (vi) Establish safe working arrangements for the use, handling, storage and transport of articles and substances provided for use at work.
- (vii) Carry out health surveillance, where required.
- (viii) Ensure that all machinery, plant and equipment are maintained in a safe condition.
- (ix) Make adequate provision and arrangements for welfare facilities at work.
- (x) Keep the workplace safe and ensure that access and egress are safe and without risk.
- (xi) Undertake a formal audit, review and reporting of practices and performance as the basis for continuous improvement in health and safety management and performance.

- (xii) Monitor safety performance to maintain the necessary records and agreed standards.
- (xiii) Involve all employees in the management of their health and safety and to develop appropriate employee competencies through training, communication and co-operation.

In addition to the above, due to the nature of some of our school activities, School activity specific Health & Safety policies are issued.

### **Applicability**

With the varied nature of the schools activities, different health and safety management arrangements will be required in order to achieve effective implementation of the school policy. Class teachers have an explicit management responsibility to assure themselves that health and safety standards are maintained within their area of responsibility, for the employees and children they manage, and that any omissions or failings are rectified.

The Policy Statement applies to all Kislingbury CEVC Primary School employees.

This Policy Statement also applies to other personnel, including members of the general public, contractors and visitors who have reason to visit, work in, or attend premises occupied by Kislingbury CEVC Primary School.

This Policy Statement also applies to Health and Safety issues which arise, or may arise from accommodation, educational activities and procurement.

### **Service Standard**

Kislingbury CEVC Primary School will ensure that the service delivery standard of workplace health and safety safe systems will be maintained at all times by providing an effective management structure and appointing suitable competent persons to audit and monitor school policies and procedures.

### **Competent Personnel**

Kislingbury CEVC Primary School, will so far as reasonably practicable, will ensure that competent persons are appointed to assist the school in meeting our statutory duties including managing the safety systems of work and that where necessary, external competent professional services are available when internal resources require specialist support.

Kislingbury CEVC Primary School shall in entrusting tasks to its employees take into account their capabilities as regards health and safety and fire safety. It will require that employees are provided with adequate training to undertake delegated duties competently. Training will be specifically focused on the responsibilities of the individual; it will be provided prior to the individual assuming the responsibilities and repeated at regular intervals as necessary.

### **Safety Management Structure, Obligations and Responsibilities**

The Headteacher is responsible for the School Health and Safety Policy, and that this Policy is implemented and operated through within the school by its employees.

## **Employee Duties**

All employees have a responsibility to take reasonable care of their own health, safety and welfare and to adhere to the requirements of the Health and Safety at Work Act 1974 (section 7 and 8) including the company's policies and procedures on Health and Safety and the working environment.

All employees will be expected to use any work equipment, dangerous substance, transport equipment, means of production, or safety device provided for his/her use in accordance with training given, or instructions provided concerning its use.

Employees issued with Personal Protective Equipment are to use such equipment in accordance with the instructions and training provided by their manager or supervisor. In some cases the wearing of such clothing or equipment is a statutory requirement, and failure to comply with such precautions can result in disciplinary action being taken.

Employees are at all times to take reasonable care of themselves and ensure that others are not put at danger from their own acts or omissions.

The co-operation of all employees is vital to the success of this Policy. Therefore, it follows that any breach of safe systems of work, safety rules and instructions will be viewed as a serious offence, which could lead to disciplinary procedures.

## **Customer, visitors and contractors**

Kislingbury CEVC Primary School will take the necessary measures to ensure the Health and Safety of all visitors on our premises. The Company will provide all visitors with the necessary information on the company procedures and systems so as to ensure their health and safety. The information will contain details of the systems of work and action to be taken in the event of an emergency.

## **Contractor Health and Safety**

Kislingbury CEVC Primary School will comply with regulation 11 of the Management of Health and Safety at Work regulations 1999 to co-operate with other employers and co-ordinate the measures needed to comply with the requirements and prohibitions imposed by the relevant statutory provisions. In this respect, Kislingbury CEVC Primary School will ensure that all contractors employed by the company are provided with the necessary training, information and instructions on company procedures and systems so as to ensure their health, safety and welfare whilst on company premises. Where necessary, the information will contain details of the systems of work and action to be taken in the event of an emergency etc.

## **Approach to Service Delivery**

It is the policy of Kislingbury CEVC Primary School to provide effective communication across all levels of the organisation and with all external agencies and Unions to ensure the success of our health and safety policy and health and safety strategy. This ensures that the school objectives and policy relating to the delivery of an effective health and safety service are clearly understood by all concerned and that plans, standards, procedures and systems are implemented and performance is monitored.

Effective communication also helps to secure the involvement and commitment of both school management and employees, residents, contractors, visitors and union representatives. Open communication systems encourage comments and ideas for improvements to the system from both individuals and groups in the workplace. These are the people who, after all, have first hand experience of the systems of work that have been implemented and the practical problems associated with them.

### **Consultation on Health and Safety**

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise health and safety issues.

The school will consult with formally recognised union appointed safety representatives and representatives of employee safety with regard to:

- (i) The introduction of any measures at the workplace, which may substantially affect the health and safety of the employees the safety representative concerned represents.
- (ii) Any health and safety information we are required to provide to the employee the safety representative concerned represents, by or under relevant statutory provision or duty.
- (iii) The identification of any hazards and risks identified by any risk assessment, which may affect the health and safety of those employees the safety representative concerned represents.

### **Health and Safety Training**

Kislingbury CEVC Primary School recognises that training is an important way of enhancing competence. Therefore, we will provide all information, instruction, training and supervision necessary so that work can be carried out in the safest practicable manner and to the highest possible standard. Adequate health and safety training will also be provided to all employees.

### **Health and Safety on School Activities**

The school recognises the need to minimise the risks to our employees' and children's Health and Safety on external school activities. To this end a suitable and sufficient risk assessment will be undertaken for the purpose of identifying those measures which need to be taken to comply with current legislation. The employee will be provided with comprehensible and relevant information regarding the risks to their health and safety and to the preventative and protective measures, which need to be implemented.

An employee who becomes aware of any hazards should report them to the visit lead and to the School Educational Visits coordinator. The school will then approach the provider and, if a problem exists, ensure action is taken.

### **The School Curriculum**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the History curriculum in Key Stage 1 during the work on The Great Fire of London we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE and Science lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive Relationship and sex education. (See Sex and Relationship Education Policy.)

Our school promotes the spiritual growth and welfare of the children through the its Church School Ethos and through elements of the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

### **Child protection**

There are two named people responsible for child protection in the school. **These are Mr Neil Tyler and Miss Claire Holland.** During Miss Holland's absence Miss Rachel Clavey is the acting deputy SGL.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.

The school's named child protection officer works closely with social services and the Local Safeguarding Children's Board - LSCB when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in school to have their application vetted through the Disclosure and Barring Service, Enhanced Disclosure in order to ensure that there is no evidence of offences involving children or abuse. We also ask regular volunteers to have the DBS check. We ask the Local Authority for a Children's List check where unforeseen circumstances dictate that there is a lack of time available to do a DBS check.

### **School security**

While it is difficult to make the school site totally secure, we will do all that is reasonably practicable to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

## **Safety of children and Staff including accidents**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the headteacher before the activity takes place. Lesson plans should include risk assessments which make clear the level of hazard in each activity.

We do not take any child off the school site without the prior permission of the parent. We gain permission at the beginning of a school year for pupils to visit the village with parents notified.

If an accident does happen, resulting in an injury, the first aider will do all s/he can to aid the person concerned. We keep a first aid box in the school medical room. The following staff at the school have been fully trained in first aid: Ms Jenny Lunn, Miss Ashley Burrows, Mrs Anne-Marie Maloney. In addition other staff who have had emergency first Aid Training are Mr Neil Tyler, Mrs Natasha Lyon, Mrs Lisa Duncan and Mrs Caroline Best.

Should any incident involving injury take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

We record all incidents involving injury in the school accident book, and we inform parents when appropriate. Should someone be quite seriously hurt, we contact the parents of next of kin through the emergency telephone number that we keep on the school files.

All areas and activities at school are risk assessed and all staff are trained to consider the hazards in their areas at all times.

The site supervisor and cleaner in charge conducts daily checks for health and safety purposes.

School management reviews the accident book regularly to investigate any incidents to prevent them reoccurring. This is reported back to the Finance and Environment committee of the governing Body.

The school gate is opened at 8.30am and two members of staff are on duty from that time, one on the playground and one at the front to ensure that children do not leave the premises again once they have arrived. The bell is rung at 8.40am and children line up before coming into school. At the end of the day a member of staff stands by the school gate to ensure the safe departure of all children and to send those children whose parents are not present back to their teacher.

## **Theft or other criminal acts**

The teacher or headteacher will investigate any incidents of theft involving children.

If there are serious incidents of theft from the school site, the headteacher will inform the police and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Committee and support the teacher in question if he or she wishes the matter to be reported to the police. If the assault involves a pupil we will convene a meeting of the pupil disciplinary panel and follow the school behaviour policy.

## **Policy Communication**

This policy, its contents, any amendments and specific responsibilities will be brought to the attention of all new employees and others who may be affected by our undertaking. The policy, its contents, any amendments will also be communicated within:

- i. Notice board updates, etc.
- ii. Governing Body meetings, Training Courses and Staff talks.
- iii. The School Web Site

## **Monitoring and review**

Monitoring performance is necessary as part of our Health and Safety Management system (HSG65) and to ensure compliance with legal requirements.

The Premises, Health and Safety and health and safety Governor roles are part of the Finance and Environment Sub-Committee and they monitor this policy as part of their cycle of monitoring and review.

The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

The headteacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The headteacher reports to the Finance and Environment Committee on any health and safety issues.

This policy will be reviewed at any time at the request of the governors, or at least once every year to ensure continuous improvement and that we provide a safe and healthy environment for staff, pupils, contractors and visitors.

## **Conclusion**

It is in the interests of everyone at Kislingbury CEVC Primary School, our stakeholders and the general public that a Healthy and Safe working environment is provided and maintained. We endeavour to do our part and to ensure that our stakeholders do theirs. We rely on our employees to play their part. We hope and expect that all employees will contribute towards making Kislingbury a Safe and Healthy in which to work and learn.



**Appendix A: Organisational Structure Health and Safety**

