

Stutton CEVCP School

Health Safety and Welfare Guidance Document *DRAFT*

Introduction

The Governors and Headteacher of Stutton CEVCP School acknowledge that Suffolk County Council has the prime responsibility for Health and Safety and that the Governing Body and Headteacher have specific responsibilities to manage health and safety at the school level. The Headteacher, as Local Health and Safety Co-ordinator, has a duty under the provisions of the Health and Safety at Work Act 1974 to ensure:

- working conditions and environment
- substances used
- equipment provided
- working methods adopted

do not impair the well being of any employee, or any other person, including pupils, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

The Headteacher and the Governing Body are committed to taking all reasonable actions to ensure that these duties are fulfilled.

This policy interlinks with the school Security and Lettings Policies.

Anne Clarke

Signature Headteacher

Joanna Hazlewood

Signature Chair of Governors

Date: 02.05.17

The following is extracted from Suffolk County Council's guidelines to schools on developing their Health and Safety policy:

"Health and Safety Management – a systematic approach

Successful management of health and safety is affected by many things but, inevitably, it requires resource. That doesn't necessarily mean cash and many issues can be resolved by setting up procedures that require no funding at all. Nevertheless, 'resource' does include staff and governors' time, their skills and their knowledge; equipment may also be required. These resources, together with the organisation to make use of them, are needed to provide a **system** which gives a reasonable assurance that hazards don't present unacceptable risks.

The county council believes:

- The benefit (not just the risk) of activities in school should be taken into full account during planning;
- Children should not be 'wrapped in cotton wool' by the removal of all the hazards that could affect school activities;
- Children benefit from understanding and experiencing risk;
- Children benefit by being involved in managing their own risks during in school activities;
- Children benefit by learning outside the classroom;
- We should not try to eliminate hazards, but to manage the risk so that the benefit of activities can be realised;
- Activities can involve an understood level of risk which is managed and acceptable;
- Staff must be competent so they have the confidence to identify and manage risk using proportionate controls;
- Headteachers must be competent and have the confidence in the management of risk, supporting and encouraging staff and being able to balance the expectations and potential concerns of governors and parents.

Hazard and Risk

*A **hazard** is anything with the potential to cause harm.*

***Risk** is a measure of the likelihood of an injury, together with consideration of the severity.*

*When a person is undertaking an assessment of risk they should consider the most likely type of injury that could result from an activity. They would consider a risk to be **unacceptable** if the injury were is too severe **and** too likely, bearing in mind the benefit that the activity provides. The controls in place to manage the risk should be proportionate and, if they are, the risk would be **acceptable**."*

School Organisation

The headteacher has the responsibility in the school for day to day management of health and safety (H & S) issues.

Further to this all staff should have regard to their own H & S and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person (see below) so that any potential hazards can be quickly rectified.

Individual members of the staff and governors are responsible for the particular areas as follows:

Task	Name of Person responsible
H&S Policy review	Headteacher and Governors
Communication & Information Mgt	Headteacher
Critical Incident Management	Headteacher
H&S Induction Training	Headteacher
Routine updating training	Headteacher
Personal safety procedures	Headteacher
Planned checks (procedures)	Headteacher
Planned checks (equipment)	Headteacher & School Admin staff/external contractors
Planned checks (premises)	Headteacher, H&S governors, Admin staff, Property Advisor
Incident reporting/investigation	Headteacher
Coordination of risk assessment	Headteacher & H&S governors
Fire procedures	Headteacher & admin staff
Local organised building repairs and alterations	Headteacher and LA
First Aid (training and equipment)	Headteacher and Admin staff
Vehicle control and pedestrian safety	Headteacher via newsletters etc
Education visits coordinator (EVC)	Headteacher
Wellbeing of headteacher	Governors
Wellbeing of staff	Headteacher
Supporting pupils with medical needs	Headteacher, All staff, SENCO
Premises Security	Headteacher, Caretaker, Admin Staff
Contractors on site	Headteacher, Admin Staff
Outside Lettings	Headteacher, Admin Staff

Health and Safety Policy Review:

The school's health and safety policy is reviewed annually. At each review the school formally adopts the new policy and renews the relevant signatures

The targets included in the policy document will be reflected in the following year's school building development plan

Communication and Information Management:

- The headteacher presents a termly report for health and safety to the governing body.
- The H & S and Premises Committee of the Governing Body share responsibility for undertaking Health and Safety checks and Risk Assessments with the Headteacher.
- The group meet termly and discuss progress towards meeting any targets identified in the previous Health and Safety report.
- The meeting is minuted and a copy of the minutes are given to the governing body.
- The school has a daily log book in which any relevant current health and safety issues and information is recorded
- The staff handbook records the curriculum leaders and information about where the specific curriculum information is kept.
- Curriculum leaders inform the head and other staff about new guidance and information received.
- General health and safety information is displayed on the staff room and may also be found in the staff handbook

The Health and Safety file, which is accessible to all members of staff includes:

- The school's health and safety policy
- A copy of the "Health and Safety Law - What you should know" leaflet (issued to all staff in staff handbook)
- Notes from the *Health & Safety Governors' Report?*

Staff are encouraged to consult with their trade union on relevant health and safety matters.

Health and Safety in the Curriculum

It is the responsibility of the class teacher to ensure all activities are adequately supervised. We follow County guidelines on the safe use of tools and materials and levels of hygiene. It is the responsibility of the class teacher to ensure this guidance is adhered to and that any visitors working with the children are aware of them.

Business Continuity Management

Should there be a critical incident affecting the school's community or its ability to continue its day to day operation, the County's guidelines are followed and staff are aware of the guidelines. The school's Business Continuity Plan is reviewed on a regular basis.

Health and Safety Induction Training

All staff receive induction training including training which is matched to their specific work and responsibilities. A general checklist for use with employees, includes the following criteria:

- Overview of the school's health and safety policy and organisational structure
- Tour of the premises
- Current health and safety priorities for the school including safety policy targets
- Communication and relationships with other schools and the LA

- General health and safety advice, including the school's own guidance and that of the LA
- Where appropriate, curriculum specific guidance and arrangements for working with the county subject advisers
- Employee problems and concerns - specific duties and responsibilities
- Grievance procedures (as they relate to H & S)
- Information on hazards specific to the school, and established controls or precautions
- Use of equipment and/or tools
- Materials and substances in use - handling and labelling systems/warning sign, COSHH requirements, risk assessments and health and safety data sheets
- Use and care of personal protective equipment where appropriate
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Physical examinations in pursuit of statutory maintenance requirements - e.g. electrical equipment and lifting equipment
- Trained first aid personnel and first aid facilities and equipment
- Fire evacuation and emergency procedures
- Fire extinguishers - location and use
- Access to wellbeing advice, counselling and other staff support schemes
- Security
- Restricted areas and equipment if appropriate
- One to one instruction and supervision of young and inexperienced workers and work experience students
- Manual lifting and handling - general advice and risk assessment
- Safe stacking of materials
- Defective or inappropriate tools
- Safe procedures for equipment including design technology equipment
- Reporting of incidents, hazards, work-related injuries and illnesses
- What to do in an emergency

Routine updating training

Training is given on a needs basis. Staff are reminded of safety procedures annually in the staff handbook which is revised each autumn term and discussed at the first staff meeting of the year. Health and Safety is a regular Agenda item for staff meetings

Personal Safety procedures, Schoolsafe and control of violence

- The relevant staff are trained to the schoolsafe standard and guidelines are continually reviewed
- A written procedure advising how staff should deal with any incidents of violence or aggressive behaviour, whether displayed by an adult or a child, is contained in the staff handbook. The guidelines include the appropriate response to verbal abuse as well as physical abuse. The LA Incident Report forms are maintained and kept up to date
- Visitors to the premises are asked to sign in at Reception
- Visitors, by external and internal signs, are directed to use the main entrance of the school.

- A list of keyholders is maintained by the school admin staff
- An outside light on a timer exists for safety reasons.
- The school have a policy on dealing with threats

Planned Safety Checks

The school office maintains records of planned safety checks and the names of the companies contracted to undertake the checks, as well as the time of year the checks take place.

The school uses the approved LA suppliers and providers whenever possible. If, for some reason, county suppliers and providers cannot be used, then every effort is made to ensure that the same standard of safety, competence, record keeping, quality assurance and insurance cover is maintained.

The school from time to time purchases the services of the Local Authority Health and Safety team, who will carry out a whole school health and safety audit.

Incident Reporting/Investigation

- The recommended LA Incident Report Form is used in the school for serious incidents, which are now also reported online
- The school's 4 figure DfE code is recorded on all forms
- The school admin staff complete the forms in consultation with other members of staff where necessary
- Every incident is subject to investigation as appropriate with a view to preventing recurrences
- The school's health and safety committee periodically review the incident history for the school and plan actions, where possible, to reduce the likelihood of repeated incidents
- A minor incident form is used for minor bumps, falls, etc. The same criteria of follow up and review is adopted for the minor incidents
- Parents are informed by telephone whenever possible of any head injuries or bumps and a form with details of the bump/injury is sent home with the child. A copy of the form is filed in our Incident file, in the School Office.
- A fire incident form is used in the event of a fire
- A restraint incident form is used should it be necessary to restrain a child for their own, or others' safety. These forms are kept in a bound book, with numbered pages, in the Headteacher's Office.
- A prejudice incident form is also kept in the Prejudice Incident folder to record any incidents of a prejudiced nature.

Coordination of Risk Assessment

Risk assessments may be required under many different circumstances, but in general they will only need to be completed when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist. An overview of the school premises and activities is undertaken by the headteacher and the governors on the Premises & Health and Safety Committee on a regular basis and any areas for general risk assessment, or

more detailed risk assessment, are discussed and reported back to the governing body. Long term planning for remedial work, if necessary, is recorded in the School Development Plan and/or Building and Accessibility Plan.

Examples of risk assessments which have been carried out, or which are carried out on a regular basis are:

- First aid arrangements (numbers of trained staff, level of training and equipment)
- Lone working situations
- Visits and trips
- Display screen equipment/workstations
- Manual handling
- New and expectant mothers
- Level of supervision in playground and on play equipment
- Working at height
- Refuse and waste, including clinical waste
- School fetes, drama productions, social events, etc.

Fire procedures

- A fire risk assessment has been carried out by the the Local Authority and is reviewed by the H & S Committee on an annual basis. An evacuation procedure has been drawn up and approved and is prominently displayed in all areas of the school.
- Fire drills take place every term and they are recorded in the school fire log book, along with the time taken to evacuate the building.
- Staff and pupils are regularly reminded of the procedures for evacuation in case of emergency
- Fire doors are regularly checked
- Fire extinguishers are visually checked weekly and an annual inspection of all fire equipment is carried out by a reputable company recommended by the Local Authority.

Building repairs and alterations

- SCC are followed for any alterations or repairs. The school's SCC Property Adviser is consulted about any proposed works.
- The asbestos survey is given to all visiting workmen and they are asked to sign a form before commencing work to demonstrate that they have read the Asbestos Report
- If any asbestos was found which was not detailed on the report the LA would be notified immediately and the County Property Adviser would be asked to alter the asbestos report accordingly.
- Water temperature levels are monitored monthly and recorded.

First Aid – Training and Equipment

- A first aid kit is kept in the staff room and the Admin staff will check the kit on a regular basis to make sure adequate equipment is in stock. The St John's Ambulance guidelines are followed for equipping the first aid kit.
- Yellow bags are kept for the disposal of bodily fluids. All staff are familiar with the use of yellow bags.
- Records of who currently holds a first aid certificate are displayed in the School Office, Staff Room, Headteacher's Office and Kitchen. The date of expiry of the certificates are noted.
- Injuries are reported via the LA Incident Report Form
- There is a file of essential and useful telephone numbers in the school office. Emergency numbers are also displayed on the office wall.
- A travelling first aid kit is taken on all excursions and visits and consideration is given prior to a visit of the first aid requirements and implications.

Vehicle Control and Pedestrian Safety

- The school has fenced off the car parking area in school. The children use a separate entrance.
- Parents are constantly reminded to park carefully near the school. There are inadequate parking facilities in the school grounds and, with a high proportion of out of catchment children in school, there is congestion first thing in the morning and at the end of the school day outside the school. The H&S committee will keep the car parking problem high on the agenda of their meetings and risk assessments. The school council also from time to time discuss the problem and the subject is addressed in school newsletters when necessary.
- Refuse is collected during teaching hours and therefore causes little or no disruption or additional risk.
- The school paper bank is also collected during the school day. The company avoids collections at high risk times.

Playground and Field (Break times)

At least 2 members of staff supervise the children during 'whole school' breaks. This is reviewed on a regular basis and may be changed dependent upon needs. Children are not allowed on the field and/or playground during adverse conditions or when groundsmen/contractors are working on the field and/or playground.

If children have to stay in school at break time, they are supervised by their teacher, and at dinnertime by their designated supervisor. Children are reminded of playground rules and informed of any changes through class discussion and assembly.

Contractors on Site

Contractors must report to the School Office on arrival on site, complete the visitors' log and read our safeguarding and fire drill procedures. They will be advised of break times in the school so they can plan their activities accordingly.

The Headteacher/School Office will inform staff of work that is planned prior to its commencement.

The School Office makes staff aware of contractors' visits, and the children are informed of areas to avoid.

Education Visits Co-ordinator

The school's EVC coordinator has left the school - the EVC from Holbrook Academy is now Stutton's EVC. The Headteacher at Stutton CEVCP oversees applications for educational visits and has final approval.

Transporting Children

Children attending events at other schools are usually transported by a recognised company. If parents are used to help with transport, their insurance, car tax, MOT, (if appropriate), and driving licence will be checked for appropriateness. If school a member of staff is required to transport a child/children, another adult will accompany them. Staff must ensure that their insurance covers the transport of pupils and that they have car seats as appropriate.

Well Being/Work Life Balance

The school has signed up to the Work Life Support programme. The headteacher is the wellbeing coordinator. When a member of staff informs the school that they are suffering from stress, then a risk assessment will be undertaken and whenever possible, the school will aim to reduce the factors causing the problem and will provide information on counselling services available through the Work Life Support programme. The Governing Body are responsible for the wellbeing of the headteacher. A trained CYM counsellor has been employed to offer staff and children a place to talk and share concerns.

Reviewed September 2009

Reviewed January 2011

Reviewed June 2013

Reviewed June 2014

Reviewed September 2015

Reviewed September 2016

Reviewed March 2017

Reviewed May 2017