


Decoy Community Primary School

HEALTH AND SAFETY (H&S) POLICY	
DATE OF ADOPTION: March 2019	
DATE OF NEXT REVIEW: MARCH 2020	
TO BE REVIEWED BY: Business Management Committee	

SECTION 1: STATEMENT OF INTENT

The Governing Body of Decoy Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the school's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the school's obligations under the law.

This policy will be brought to the attention of all members of staff. It will be available to all staff on the school's intranet. The policy and its contents will be discussed in staff meetings and briefings.

This policy statement and the accompanying organisation and arrangements will be reviewed annually by the Headteacher and the Business Management Committee.

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Chair for the Governing Body

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Date

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Head Teacher

Date

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SECTION 2: ORGANISATION

The Duties of the Governing Body

- To produce the Health & Safety Policy for the school.
- To review, at least annually or in the event of a change being identified through, amongst other reasons, an incident, change in legislation etc. the Health & Safety Policy for the school.
- To ensure that the Policy reflects the requirements of the Management of Health and Safety at Work Regulations 1999 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, pupils and others who may be affected by the school's activities and operation
- To monitor both compliance with, as well as the effectiveness of, the Policy
- To provide adequate resources to meet the school's legal responsibilities as well as compliance with the Policy
- To assist the Governing Body in discharging its legal obligations, the school has appointed Devon C. C's Health & Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- The specific arrangements adopted will be guided by the Health & Safety Service's guidance and applicable elements of their management systems

The Duties of the Head Teacher

The Head Teacher has day-to-day responsibility for health and safety management and will take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities.

In particular, the Head Teacher will:

- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- Co-operate with the Governing Body to ensure that this policy and its associated arrangements are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors
- Report to the Governing Body on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
- Report to the Governing Body any significant risks or policy

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- requirements which cannot be met within the establishment's budget
- Identify the training needs of staff to ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensure consultation arrangements are in place for staff and their trade union representatives.
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- Promote a positive health and safety culture by leading by example

Whilst overall *responsibility* for health and safety cannot be delegated the Head Teacher may can delegate certain *tasks* to the Health & Safety Coordinator.

The role of Health & Safety Coordinator for the School has been delegated to *The Business Manager*

The Duties of the Health and Safety Co-ordinator

The health and safety co-ordinator is delegated to assist the Head Teacher discharge their duties in relation to day-to-day health and safety management.

The Health and Safety Co-ordinator will be responsible for ensuring the following:

- co-ordinate and manage the risk assessment process for the school
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Head Teacher and Governing Body
- coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Governing Body if funds are not available
- assist with the identification of training needs and training delivery across the school to ensure that staff are competent to fulfil their obligations
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- arrange periodic health and safety audits and liaise with the Governing Body in relation to findings and any associated remedial actions
- Act as the single point of contact for communication with the "competent person" in relation to seeking guidance, support and information as well as for receipt of information requiring the school to act or amend their arrangements

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- Test the emergency arrangements for the school at least annually and report on the efficacy of the plan

The Duties of the Senior Management Team, Subject Leaders, Extended services leader, Caretaker and Kitchen Manager.

This cohort of personnel have specific delegated tasks in relation to health & safety management within their departments and/or subject areas. They must ensure that:

- Risk assessments are undertaken for the work areas for which they are responsible and that all identified control measures are implemented
- Appropriate safe working procedures are brought to the attention of all staff via appropriate instruction and training and are implemented and monitored to confirm their effectiveness
- Appropriate and timely action is instigated on health, safety and welfare issues referred to them, informing the Head Teacher of any problems or issues they are unable to resolve within the resources available to them
- They carry out regular inspections of their area of responsibility and report / record these inspections to the Head Teacher
- All incidents, including accidents, uncontrolled hazards and near misses, occurring within their area of responsibility are promptly made safe, reported, investigated and any identified failures remedied in a timely and proportionate manner

The Duties of all Members of Staff

Under the *Health and Safety at work Act etc 1974* all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the School.

Specifically, all employees have responsibility to:

- Always comply with the school's health and safety Policy and the arrangements set out therein
- Take reasonable care for the health, safety and welfare of themselves and others in undertaking their work
- Report all accidents and incidents in line with the reporting procedure
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent to use

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- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- To exercise personal responsibility for the health and safety of themselves and others
- To observe standards of behaviour and dress consistent with safety and/or hygiene
- To observe all the health and safety rules of the school, in particular, the instructions of staff in an emergency situation
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for theirs and others' health and safety

Contractors

The Health and Safety Co-ordinator is responsible for informing any contractor who comes to site of any specific site hazards associated with the area or task being undertaken by the contractor.

All contractors who work on the school premises are required to ensure these hazards form part of their risk assessments which should also identify and control all risks arising from their activities.

The contractor shall ensure that the Health and Safety Co-ordinator is informed of any hazards, arising from their activities, that may pose a risk to staff, pupils and visitors. The contractor will be responsible for ensuring that any such risks are eliminated and/or controlled so as not to pose an unacceptable level of risk to anyone within the school.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Head Teacher and/or Health and Safety Co-ordinator, will take such actions as are necessary to prevent staff, pupils and visitors being put at risk from harm.

All contractors must always be made aware of this policy and associated emergency procedures and comply with these requirements.

SECTION 3: ARRANGEMENTS

Risk Assessment

The underlying process which informs safety management and prevents harm is risk assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and the significant findings of these assessments will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Health & Safety Service. The table below identifies the key model risk assessments that will be amended and adopted in order to identify suitable risk control measures:

Model Risk Assessment Number	Description
RA 03	Building and Site Safety Risk Assessment
RA 05	COSHH Risk Assessment
RA 08	Fire Risk Assessment
RA 09	First Aid Needs and Provision Risk Assessment
RA 13A	Lone Working Away from Work Base Risk Assessment
RA 13B	Working Alone in Premises Risk Assessment
RA 15	Moving and Handling Objects Risk Assessment
RA 16	Moving and Handling Children and Young People Risk Assessment*
RA 18	New and Expectant Mothers Risk Assessment*
RA 19	Nursery Unit Risk Assessment
RA 20	P E Department Risk Assessment
RA 21	Primary School Curriculum Activities Risk Assessment
RA 22	Whole Primary School Risk Assessment
RA 24	Security Safety Risk Assessment (Educational Establishments)
RA 25	Stress Risk Assessment
RA 27	Working at Height Risk Assessment
RA 28	Work Experience Placement Risk Assessment
RA 35	Pupil Behaviour Risk Assessment

**Note – These RA's will be produced on an as and when required basis.*

Risk assessments will be made available for all staff to view centrally on the School Intranet. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed annually by the Health and Safety Co-ordinator and Headteacher and reported to the Governor for Health and Safety, this will be identified on risk assessment records.

For full details relating to risk assessment arrangements, reference should be made to the HS0047 Guidance Note.

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Risk Assessments for any school operations that are contracted out, e.g. cleaning, caretaking, maintenance, kitchen etc... will be the responsibility of the appointed contractor and they will comply with the requirements set out in Section 2 – “Contractors”.

All activities in relation to The Breakfast and After School Club will require appropriate Risk Assessments to be undertaken and a record of these will be maintained by the senior person responsible for the club.

All activities organised and/or arranged by third parties such as the PTA, governors etc...involving the use of school premises or resources shall be subject to a risk assessment.

Accident/Incident Reporting

All employee accidents must be reported by entering the details onto the OSHENS on-line accident reporting system.

Accidents to pupils and other non-employees shall be recorded in the accident book. These will be located in the Resources Area, First Aid Room, Nursery and Community Room. Those accidents to pupils and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, will be reported to the OSHENS on-line accident reporting system.

Parents / carers will be notified immediately of all significant injuries to pupils.

The Safety Co-Ordinator and/or Head Teacher will lead investigations into incidents and accidents to determine the immediate, root and underlying causes. Following the investigation all reasonable steps, to avoid a reoccurrence, will be implemented.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations (RIDDOR) 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Health & Safety Service.

The governors shall receive reports on all incident statistics and any “major” incidents will require a specific report to the Board of Governors.

For full details relating to accident reporting arrangements, reference should be made to the HS001 Guidance Note.

Asbestos

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The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP) which is available in the Main School Office.

The Asbestos Register is held in the Main School Office and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment containing asbestos. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Governing Body
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 form according to the frequencies identified in the AMP. Any subsequent changes to asbestos containing materials on site will be recorded in the Register

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the Safety Co-Ordinator at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HS004 Guidance Note as well as the Asbestos Management Plan.

Communication and Training

Detailed guidance and information about health & safety issues can be found in the Health & Safety Service's Guidance Notes which are in the OSHENS Document Library. The Health & Safety Service also provides competent health and safety advice for school staff and can be contacted on 01392 382027 or at healthandsafety@devon.gov.uk

The Health and Safety Law poster shall be displayed in the Staff Room.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change

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- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

Training records will be kept in the Health and Safety File in the Headteacher's office. The Safety Co-Ordinator is responsible for health and safety training needs which also includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and shall not undertake duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HSA0055 Training Guidance Note.

Consultation

Staff shall be represented on the Business Management Committee which shall be the main forum for health and safety reporting. Consultation of day to day matters will be achieved through staff briefings.

Members of staff with concerns should raise them initially with their team leader or the Health & Safety Coordinator. If required, requests for external advice should then be sought from the Health & Safety Service for concerns of employees which cannot be resolved locally or require specialist technical knowledge.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Governing Body welcomes and encourages the support of trade unions in all health and safety matters.

For full details relating to staff consultation, reference should be made to the HS008 Guidance Note.

Contractors

All contractors must report to the Health and Safety co-ordinator in the main office where they will be required to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register. To ensure contractor competency, Health and Safety co-ordinator will undertake competency checks prior to engaging a contractor.

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In respect of construction works, the Health and Safety co-ordinator must have attended training to ensure that the client's duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, the Health and Safety co-ordinator will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site.

For full details relating to the control of contractors, reference should be made to the HS0007 CDM Guidance Note.

Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by the class teacher, using the Health & Safety Service's model risk assessments RA21 as shown previously.

For full details relating to the primary curriculum areas, reference should be made to the HS0046 Guidance Note.

Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use) subject to a total cost of £45.00.

For full details relating to DSE, reference should be made to the HS0012 DSE Guidance Note.

Fire and Emergencies

The Head Teacher is responsible for ensuring that the fire risk assessment is undertaken using the RA08 document and controls implemented accordingly. The fire risk assessment is in the Health and Safety file in the Headteacher's office and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is in the Health and Safety File in the Headteacher's office. All staff will be briefed in the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all

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contractors / visitors.

The Health and Safety co-ordinator is responsible for ensuring that the school's Fire Log is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the School's Emergency Management Plan which is in the Health and Safety File and will be reviewed annually. Emergency contact and key holder details are held in the main school office.

For full details relating to fire safety, reference should be made to the HS0018 Fire Safety Guidance Note.

First Aid

The school has risk assessed the need for first aid provision and the schedule of first aiders shall be placed in prominent positions on notice boards throughout the school premises. The current schedule is shown in Appendix A.

First Aid boxes are located at the following locations:

- Resources Area
- First Aid Room
- Nursery
- Community Room
- Basic supplies in each classroom

The Health and Safety co-ordinator will ensure that refresher training is organised. The front desk staff will monitor and maintain the contents of first aid boxes.

For full details relating to first aid, reference should be made to the HS0019 First Aid Guidance Note.

Legionella

A water risk assessment for the school shall be completed by a competent person (see Appendix B), The Health and Safety co-ordinator is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. This risk assessment will be reviewed where significant changes have occurred to the water system.

For full details relating to the control of legionella, reference should be made to the HS0028 Legionella Guidance Note.

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Lettings/shared use of premises

The Governing Body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant School health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

Maintenance of Plant and Equipment

Regular inspection and testing of school equipment are conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be maintained by The Health and Safety co-ordinator. All staff are required to report any problems found with plant and equipment to The Health and Safety co-ordinator. Defective equipment will be clearly marked and taken out of service by storing it in a secure location pending repair or disposal.

The following specific statutory inspections and tests will be undertaken by a competent contractor (See Appendix B):

- Annual gas appliance inspection and maintenance
- Annual gas fixed heating plant inspection and maintenance.
- Annual gas tightness test.
- Electrical installation inspection every 5 years.

Portable Electrical Appliances

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to The Health and Safety co-ordinator.

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle which will be proportionate to the level of risk associated with the appliance type. This inspection and testing will be conducted by a competent contractor, (See Appendix B).

Personal items of equipment shall not be brought into the school unless prior authorisation has been provided by The Health and Safety co-ordinator and this must be subject to the same inspection process as school-owned equipment.

For full details relating to work equipment and electrical safety, reference should be made to the HS0016 and HS0058 Guidance Notes.

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Medication Arrangements

Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. A copy of this policy can be found on the school Intranet.

For full details relating to the administration of medication, reference should be made to the HS0032 Medication Guidance Note.

Monitoring

The Head Teacher and the Health and Safety co-ordinator will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is a tri-annual Health & Safety Review process undertaken by the Health & Safety Service. Feedback from this process is to be referred to the Governing Body.

A general inspection of the site will be conducted *annually* and be undertaken by the Governor nominated as the Health and Safety lead and the Health and Safety co-ordinator and the caretaker. Feedback from this process is to be referred to the Governing Body.

Other processes employed to monitor compliance with this policy and health and safety performance in general include:

- Discussion in staff and Senior Management Team meetings
- Discussion in Business Management Committee meetings
- Discussion with the Governor with responsibility for Health and Safety.

For full details relating to monitoring, reference should be made to the HS0005 Audit & Monitoring Guidance Note.

Moving and Handling

The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All moving and handling of pupils will be risk assessed by a person nominated by the Health and Safety co-ordinator and recorded in a specific Handling Plan for the individual concerned. The format found in the HS0035 Guidance Note will be used. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.

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For full details relating to moving and handling, reference should be made to the HS0034/35 Moving and Handling Guidance Notes.

Offsite Visits

The overall policy is the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy*. At Decoy School, local arrangements for offsite visits are detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities policy and Standard Operating Procedures which are reviewed annually. A copy of these documents can be found on the school Intranet.

Personal Safety and Security

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. A separate specific Behaviour Policy is in place at the school.

Staff will report any such incidents on the OSHENS system in accordance with agreed accident/incident reporting procedures.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the Head Teacher in order to identify and implement control measures. The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits. Model risk assessments RA13A and RA13B will be used for these purposes.

Staff working outside normal school hours must obtain permission of the Head Teacher.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RA13A or 13B Risk Assessments.

For full details relating to security and lone working issues, reference should be made to the HS0031 Lone Working

School Security

The Head Teacher is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area. This will be reviewed annually or after significant change and recorded by amending the relevant section of the RA24 risk assessment document.

For full details relating to security and lone working issues, reference should be made to HS0050 Security Guidance Note.

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Stress/Wellbeing

The school is committed to promoting high levels of health and well-being and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.

Where appropriate, risk assessment findings will be recorded on the RA25 document.

For full details relating to staff wellbeing, reference should be made to the HS0024 Health Issues for Staff Guidance Note.

Work at Height

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff *must not* climb onto chairs.

Formal training on work at height will be undertaken where the need is identified in the risk assessment process described above. It will be ensured that:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- access equipment is regularly inspected and maintained in a safe condition by a competent person
- access to fragile surfaces is properly controlled.

For full details relating to the control of work at height, reference should be made to the HS0060 Work at Height Guidance Note.

Work Experience

If the school *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed and findings will be communicated to the student and their parents/guardians via the student's secondary school. This assessment will be recorded on the RA28 risk assessment document.

APPENDIX A

Schedule of First Aiders within the school: -

Emergency First Aid at Work level:

Mandy Dower
Marie Hindom

Paediatric First Aid at Work level:

Helen Bryant
Tania Bull
Marie Cogavin
Mandy Dower
Lily Fone
Debbie Flory
Kathryn Gillard
Marie Hindom
Louise Iddon
Sue Stevenson
Annabelle Perkins
Sarah Rowland
Vicki Weir

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APPENDIX B

Schedule of Competent Contractors: -

Area of Competency	Company and/or Competent Person	Contact Details
Cleaning and Caretaking	Churchills	
Kitchen and catering	ISS Facility Services	
Legionella	E Plus Global	
Gas Installations	Sherwoods Ltd	
Gas testing	Sherwoods Ltd	
Electrical Installation Testing	Sherwoods Ltd	
Electrical Portable Appliance Testing (PAT)	Sherwoods Ltd	