



# Overfields Primary School

## Health & Safety

### Policy

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## CONTENT

	Page No:
General Statement	3
Policy Objectives	4
Organisational Responsibilities	5

## ORGANISATION

1. Premises manager (Policy Makers)	6
2. School Business Manager (Planner)	6
3. Leadership Team Members (Implementers)	7
4. Team Leaders/Teachers/Safety Wardens (Assistants)	8
5. All Employees	9
6. Health & Safety Officer (SBM)	10
7. Premises Manager	11

## ARRANGEMENTS FOR HEALTH & SAFETY

1. Policy Review	12
2. Competent Persons	12
3. Risk Assessment	12
4. Training	13
5. Safety Audits	13
6. Accidents	13
7. First Aid Arrangements	14
8. Protective Clothing and Equipment	14
9. Fire & Evacuation Plan	15
10. Fire & Evacuation Procedures	17
11. Fire & Emergency Information	18

## **GENERAL STATEMENT**

Every employee of the premises should also read the IAT Corporate Policy which draws attention to the specific obligations of the Department.

This Policy Statement meets specific needs of the premise employees, service users and members of the public who may use the premises.

All employees are reminded of their duties under Section 7 of the Health and Safety a Work Act 1974. Section 7 enables the premises to successfully carry out practices that are developed to ensure compliance with the Act.

All employees have the responsibility to co-operate with Supervisors and Managers to achieve a healthy and safe workplace. Each employee also has a responsibility to take reasonable care of themselves and of others who may be affected by their activities at work.

## **GENERAL STATEMENT OF INTENT**

The management will, so far as reasonably practicable, provide and maintain safe and healthy working conditions, equipment and systems of work for the employees in this premise. We also accept responsibility for the health and safety of services users and other people entering or using these premises.

This Policy allocates duties for safety matters and particular arrangements as set out.

This Policy will be reviewed and updated annually and particularly when changes occur either to premises or personnel ensuring this policy is kept up to date.

## POLICY OBJECTIVES

These are the premises's objectives:

- To work towards the prevention of occupational injury or ill health to all involved in or affected by the premises's activities.
- To ensure that those using the premises are not subjected to unacceptable risk as a result of activities of those working for the premises.
- To actively manage Health and Safety, and to encourage constant awareness amongst all employees with regards to Health and Safety.
- To ensure that contractors and agents of the premises are aware of and work towards the standards set out in the Trust's Policies.
- To maintain an annual formal review of achievement of those objectives and to implement improvements where necessary to enable them to be met.
- To co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfil their functions.
- To develop and maintain a proactive Health and Safety culture and set standards for continuous improvement in matters of Health and Safety. The premises will achieve this by: -
  - maintaining effective systems of communication on Health and Safety matters with the support of the Health and Safety Officer.
  - ensuring that there is sufficient competency within the organisation in terms of Health and Safety support and advice.
  - establishing and maintaining control by setting clear Health and Safety objectives and providing strong leadership.
  - securing co-operation between individuals, safety representatives and working groups.

## ORGANISATIONAL RESPONSIBILITIES

<b>WHO:</b>	<b>INCLUDING:</b>	<b>RESPONSIBILITY:</b>
Headteacher/School Business Manager with approval of Governors and Trustees	Management Team	Overall responsibility for producing policy on Health and Safety at this level, and to promote and maintain the premises' Health and Safety management system. Making sure that this Policy is taken into account, as appropriate, when organisational decisions are made.
All Staff	Management Team	Responsibility for developing and maintaining policies and procedures to achieve corporate and thematic objectives. Putting in place management arrangements for the identification, elimination and control of hazards within their area of concern.
Teaching Staff	Management Team	Responsible for implementing policies and procedures at a local level. Making sure that risk assessments are carried out, and that workplace precautions developed in order to control risks are implemented.
All Staff	H&S Co-ordinators	Assistance comes from those who are competent and trained to provide advice, information and support with regards to the management of Health and Safety and the requirements of associated legislation.

## ORGANISATION

### 1. HEALTH & SAFETY MANAGEMENT

- 1.1 To oversee the implementation of the Premises' Health and Safety Policies.
- 1.2 To actively support managers in their allocated responsibilities.
- 1.3 To support at all times the objectives of the Trusts' Health and Safety Policies.
- 1.4 To demonstrate commitment by taking a proactive approach in Health and Safety matters.
- 1.5 To ensure that all managers and other employees in the premises are aware of and undertake their duties and responsibilities with regard to Health and Safety.
- 1.6 To allocate resources to enable the requirements of this policy to be fulfilled.
- 1.7 To work with the Trust to ensure that procedures are in place for all employees to receive necessary Health and Safety training, and in particular to ensure that detailed Health and Safety information, instruction and training is given to all new employees.
- 1.8 To monitor and review the effectiveness of this policy.
- 1.9 To be aware of statutory Health and Safety requirements sufficient to discharge these duties.
- 1.10 To discuss any actions required with regard to Health and Safety concerns raised by any manager within the premises.
- 1.11 To support at all times the intent of this Policy to secure the Health and Safety of employees and others.

### 2. HEALTH & SAFETY PLANNER

- 2.1 To be familiar with the content of the premises Health and Safety Policies, the Health and Safety at Work etc Act 1974 and other Health and Safety legislation and policies affecting their area of work.
- 2.2 To demonstrate commitment by taking a proactive approach in Health and Safety matters.
- 2.3 To ensure all managers and supervisors carry out their Health and Safety duties and responsibilities.
- 2.4 To ensure that all hazards within their area of responsibility are identified.

- 2.5 To ensure that risk assessments are carried out and appropriate control measures implemented in their area of responsibility.
- 2.6 To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
- 2.7 To ensure that all works undertaken within their area of responsibility take into account the Health and Safety of any person likely to be affected by such works, including employees and non-employees.
- 2.8 To ensure the effective use of resources available to achieve Health and Safety objectives. To bring to the attention of the School Business Manager and any inadequacy in the allocated resources.
- 2.9 To ensure that Health and Safety training needs are identified for all employees within their area of responsibility.
- 2.10 To ensure that employees attend Safety training identified as being necessary, including induction training.
- 2.11 To ensure that competent persons are nominated to implement and meet the requirements of any relevant Health and Safety legislation.
- 2.12 To ensure that adequate monitoring of Health and Safety standards are undertaken.
- 2.13 To ensure that incidents e.g. accidents, near misses, violence and aggression are properly reported, investigated and actions taken to avoid recurrence.
- 2.14 To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities or safe working practices as laid down in policies and procedures.

### **3 HEALTH & SAFETY IMPLEMENTERS**

- 3.1 To be familiar with the content of the premises Health and Safety Policies, the Health and Safety at Work etc Act 1974 and other Health and Safety legislation and policies affecting their area of work.
- 3.2 To ensure that all hazards within their area of responsibility are identified.
- 3.3 To carry out assessment of risks to the health and safety of employees and other persons who may be affected by the work activities of the unit. To ensure that risk assessments are properly recorded and that control measures are implemented.
- 3.4 To involve relevant employees in the risk assessment process. To ensure that the necessary control measures identified during the risk assessment process are implemented.
- 3.5 To monitor and review all risk assessments according to the level of risk identified.
- 3.6 To ensure that all works undertaken within their area of control take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.

- 3.7 To ensure that all employees working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to themselves or others.
- 3.8 To provide local Health and Safety information, instruction and training to supplement any other Health and Safety induction received by new employees.
- 3.9 To ensure that all employees receive briefings in respect of identified risks and control measures.
- 3.10 To ensure that all employees follow the policies and procedures set out in this document.
- 3.11 To operate reporting procedures for hazards, risks and incidents.
- 3.12 To ensure that equipment is properly used and that a system of reporting defects is maintained.
- 3.13 To stop any work where they consider there is imminent risk.
- 3.14 To ensure that adequate monitoring of Health and Safety standards is undertaken.
- 3.15 To ensure that all incidents (accidents, near misses, violence and aggression) are reported, investigated properly and actions taken to avoid recurrence.
- 3.16 To inspect and monitor the operations and activities under their control, in accordance with the Policy, and take necessary remedial action.
- 3.17 To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities or safe working practices as laid down in policies and procedures.
- 3.18 To seek appropriate advice on Health and Safety matters.
- 3.19 To demonstrate commitment by taking a proactive approach in Health and Safety matters.

#### **4. FIRE SAFETY WARDENS**

- 4.1 To be familiar with the content of the premises Health and Safety Policies, the Health and Safety at Work etc Act 1974 and other Health and Safety legislation and policies affecting their area of work.
- 4.2 To ensure that risk assessments are completed for the work activities under their control, as directed by the Management Team.
- 4.3 To monitor and review all risk assessments according to the level of risk identified.
- 4.4 To involve employees in the risk assessment, monitoring and review process, ensuring that control measures are implemented.
- 4.5 To ensure that safe working practices are followed, and if necessary written instruction is given to employees.
- 4.6 To acquire and maintain their own level of competence to fulfil specific responsibilities in their area of control.



- 4.7 To ensure that all employees follow the policies and procedures set out in this document.
- 4.8 To operate reporting procedures for hazards, risks and incidents.
- 4.9 To ensure that equipment is properly used and that a system of reporting defects is maintained.
- 4.10 To stop any work where they consider there is imminent risk.
- 4.11 To investigate and take action on complaints and reports that employees, and stoppages of work.
- 4.12 To demonstrate commitment by taking a lead in Health and Safety matters.

## 5 ALL EMPLOYEES

- 5.1 To be familiar with the contents of the premises Health and Safety Policies and any other policies affecting their area of work.
- 5.2 To assist as required with the carrying out of risk assessments.
- 5.3 To report to their Line Manager any matter that they consider presents a risk to the Health and Safety of anyone who may be affected by the activities being undertaken.
- 5.4 To attend training as directed and all briefings in respect of matters of Health and Safety, and act upon the information, instruction and training given.
- 5.5 To report to their Line Manager if for any reason instructions on Health and Safety cannot be implemented.
- 5.6 To cease work where there is imminent danger of harm, and to report immediately to their Line Manager.
- 5.7 To use all plant, equipment, personal protective equipment and clothing in a safe manner and in accordance with instructions provided.
- 5.8 To report to their Line Manager, equipment defects in accordance with established systems. To report anything where maintenance or repair is necessary.
- 5.9 To report to their Line Manager, defects, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
- 5.10 To co-operate with health surveillance where a formal system has been identified as necessary.
- 5.11 To ensure that all employees follow the policies and procedures set out in this document.
- 5.12 Not to interfere with or misuse anything provided for health, safety or welfare.
- 5.13 To seek and offer advice as appropriate to improve Health and Safety performance.
- 5.14 To behave in a manner at all times so as not to put themselves or others at risk.

## 6 HEALTH & SAFETY OFFICER

- 6.1 The Health and Safety Officer will co-ordinate and monitor this Policy and inform the Headteacher of any failure in its implementation.
- 6.2 To conduct internal audit exercises to monitor policy implementation.
- 6.3 To advise on planning for Health and Safety including the setting of realistic short and long term.
- 6.4 To inspect sites, premises, places of work, systems of work and report their findings.
- 6.5 To investigate as necessary or assist in the investigation of accidents, incidents or work related illness.
- 6.6 To assist in the identification of Health and Safety training needs and the delivery of training.
- 6.7 To provide an information service on health, safety and welfare matters for the premises.
- 6.8 To receive and report incidents to the Health and Safety Executive in accordance with "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and 2012".
- 6.9 To report immediately to the Headteacher any of the following:
  - accidents, diseases or dangerous occurrences reportable under "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations"
  - cases of industrial disease
  - fires
  - instances where enforcement notices are issued by the Health and Safety Executive or Fire Authority
  - any serious incident, including 'near misses', which could have resulted in serious injury.
- 6.10 To take appropriate action where, in his/her opinion, there is imminent risk of injury or ill health to any person. Such action may include the closure of premises or part thereof or the giving of instruction to cease activities.
- 6.11 To advise on formulating and developing Health and Safety Policies, not just for existing activities but also with respect to new acquisitions or processes.
- 6.12 To advise the premises on promoting a positive Health and Safety culture and securing the effective implementation of the Health and Safety Policy.
- 6.13 To attend relevant Health and Safety Committees and Risk Management Groups as required.
- 6.14 To review performance and audit the whole Health and Safety management system.

## 7 PREMISES MANAGER

- 7.1 The School Business Manager has overall responsibility for the Health and Safety of all persons and will be expected to work in conjunction with the Headteacher to ensure health, safety and welfare within the particular workplace.

## ARRANGEMENTS FOR HEALTH & SAFETY

### 1. POLICY REVIEW

This Health and Safety Policy will be reviewed in accordance with normal consultative procedures.

### 2. COMPETENT PERSONS

- 2.1 Competent persons are defined as people with sufficient training and experience or knowledge and other necessary qualities to enable them to apply the provisions of Health and Safety legislation. Appropriate training will be given to enable them to fulfil this role i.e. Fire Wardens.
- 2.2 Other persons who are competent to assist are:
- (i) Health and Safety Officer from the premises
  - (ii) any other employee who has received appropriate training in a specific or relevant area.

### 3 RISK ASSESSMENTS

- 3.1 Assessments will be carried out by nominated competent persons and will include:
- (i) the risks to the health and safety of employees to which they are exposed whilst at work, and
  - (ii) the risks to the health and safety of other persons arising out of or in connection with work activities.
- 3.2 The significant findings of the assessment will identify:
- (i) hazards,
  - (ii) risks,
  - (iii) group(s) of people especially at risk,
  - (iv) the existing control measures already in place,
  - (v) the effectiveness of those measures,
  - (vi) a measure of the remaining risk,

- (vii) the control measures needed to comply with the requirements or prohibitions of Health and Safety legislation.

Appropriate forms are available and should be used to record risk assessments.

- 3.3 For new operations, substances, plant and equipment, it is particularly important that assessments are completed before commencement /introduction. Safety must be considered at the planning stage.
- 3.4 Assessments must be reviewed at least every 12 months. In addition assessments must be reviewed whenever there is a reason to suspect that they are no longer valid or there have been significant changes to related matters.
- 3.5 Generic risk assessments may be produced to assist commonly occurring hazards and risks. Where generic risk assessments are available, Managers may use them as a template for a more detailed assessment.

## 4 TRAINING

- 4.1 The premises will support arrangements that all employees are provided with adequate Health and Safety training.
- 4.2 Employee Training

Employees are required to attend Health and Safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed.

The identification of training needs could be (but not limited to) as a result of:

- (i) risk assessment;
- (ii) monitoring activities;
- (iii) the occurrence of accidents and incidents of violence and aggression;
- (iv) new legislation;
- (v) updated information and technology; and
- (vi) new procedures or changes to existing procedures.

Where appropriate, the use of new technologies to support training will be used.

## 5 SAFETY AUDITS

- 5.1 Health & Safety audits will be carried out on an annual basis by an independent suitably qualified person, and a report will be produced detailing the findings found during the audit back to the School Business Manager and Headteacher. An action plan will be completed, to ensure that any deficiencies found are acted on and completed.
- 5.2 All employees are required to co-operate with the safety audit process.

## 6 ACCIDENTS

- 6.1 Definition: an accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. This definition includes fire and near misses.
- 6.2 Reporting:
- (i) All employees are required to report all accidents.
  - (ii) The School Business Manager will maintain a supply of incident report forms (ACC4) for staff.
  - (iii) In the event of an accident to a member of the public, an incident report form must be completed by an employee, not by the member of the public.
  - (iv) In all cases the accident should be investigated and the completed form must be signed off by the appropriate manager.
  - (v) In the following cases, a report must be completed:
    - (a) any fatal or major injury to an employee whilst at work, or to any other person as a result of an accident whilst on the premises.
    - (b) any person being taken from the scene of an accident to a hospital for treatment.
    - (c) any of the dangerous occurrences listed in the Authorities Accident/incident procedure.
    - (d) any fire.
- 6.3 Investigation:
- (i) For every accident, Managers must carry out an investigation and complete the appropriate section of the accident report form to indicate the remedial action taken.
  - (ii) Advice and/or assistance is available from the Health and Safety Team when completing investigations.

## 7 FIRST AID ARRANGEMENTS

- 7.1 The premises will appoint designated First Aiders as indicated by risk assessment.
- 7.2 Where there is no designated First Aider, the first aid kit must be the responsibility of a nominated person. The required contents for the first aid boxes can be found in the lid of the first aid box.
- 7.3 A First Aider must ensure that a record of all treatment given is recorded and ensure that an incident report is completed.

## 8 PROTECTIVE CLOTHING

- 8.1 Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law.
- 8.2 Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed.
- 8.3 Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.

## FIRE AND EVACUATION PLAN

### **Introduction**

The overall aim is to save life. Therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building. Staff are responsible for ensuring this is adhered to.

### **Evacuation Procedures**

Premises users will practice evacuation procedures by means of unannounced fire drills, which will take place once a year as a minimum.

### **Procedures**

Should fire break out in the premises, it will be the responsibility of staff members to:

Raise the alarm.

Ensure that all building occupants evacuate the building immediately.

Directions given by the Fire Wardens/School Business Manager/Headteache.

### **On hearing the alarm:**

Direct the occupants to walk quietly to the nearest available exit and then walk quietly in single file to the assembly points, which is located on each of the playgrounds. Movement from the building should be a continuous flow (there should be no lining up or stopping).

Staff should ensure that the room they are in is empty before leaving and closing the door. Everyone must leave the building by the nearest available exit.

The Headteacher/School Business Manager will call the Fire Brigade and check with staff that the school is empty and everyone is safe before directing the Fire Brigade to the fire.

The Office staff will ensure that class registers and the signing-in book are available for a roll call at the assembly point.

The Headteacher or, in her absence designated Deputy will check that all occupants are accounted for.

### **NB:**

If any visitors are present, the adult they are working with should ensure that they know what to do. All visitors sign the register when entering and leaving premises. Short time visitors are never left unattended in the building and the adult responsible for the area they are in will direct them safely out of premises.