



MARTIN PRIMARY SCHOOL

# Health and Safety Policy

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# ***Contents***

## ***1 General Statement of Policy***

## ***2 Roles and Responsibilities***

### ***2.1 Organisation***

### ***2.2 Roles and Responsibilities***

#### ***2.2.1 Borough Responsibilities***

#### ***2.2.2 Governors' Responsibilities***

#### ***2.2.3 Head Teacher's Responsibilities***

#### ***2.2.4 Premises Manager's Responsibilities***

#### ***2.2.5 Welfare Responsibilities***

#### ***2.2.6 Secretary's Responsibilities***

#### ***2.2.7 ICT's Responsibilities***

#### ***2.2.8 Teaching Staff's Responsibilities***

#### ***2.2.9 Individual Responsibilities***

#### ***2.2.10 Health and Safety Advice***

### ***2.3 Consultation and Co-operation***

## ***3 Arrangements for Carrying out the Policy***

### ***3.1 Risk Assessment***

### ***3.2 Playground supervision and supervision on the field.***

### ***3.3 First Aid Arrangements and Accident Reporting***

### ***3.4 School Visits etc.***

### ***3.5 Premises***

### ***3.6 Fire and Emergencies***

### ***3.7 Electricity***

### ***3.8 Gas***

### ***3.9 Work Equipment***

### ***3.10 Hazardous Substances***

### ***3.11 Display Screen Equipment***

### ***3.12 Communication***

### ***3.13 Personal Protective Equipment***

### ***3.14 Security***

### ***3.15 Contractors***

### ***3.16 Aggressive behaviour towards staff, children or visitors***

### ***3.17 Audit***

## ***1 General Statement of Policy***

Martin Primary School aims to be a good employer in all matters relating to the health and safety of its employees. The governing body is responsible for ensuring that there is an effective system to manage health and safety within the school and that it works. The Governing Body recognise and accepts its statutory obligations under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.

We will take steps, so far as is reasonably practicable, to provide:

- Safe equipment and systems of work.
- Arrangements for the safe use, handling, storage and movement of articles and substances.
- The necessary information, instruction, training and supervision to ensure the health and safety of our employees.
- Safe access to and exit from the workplace.
- A safe and healthy working environment.

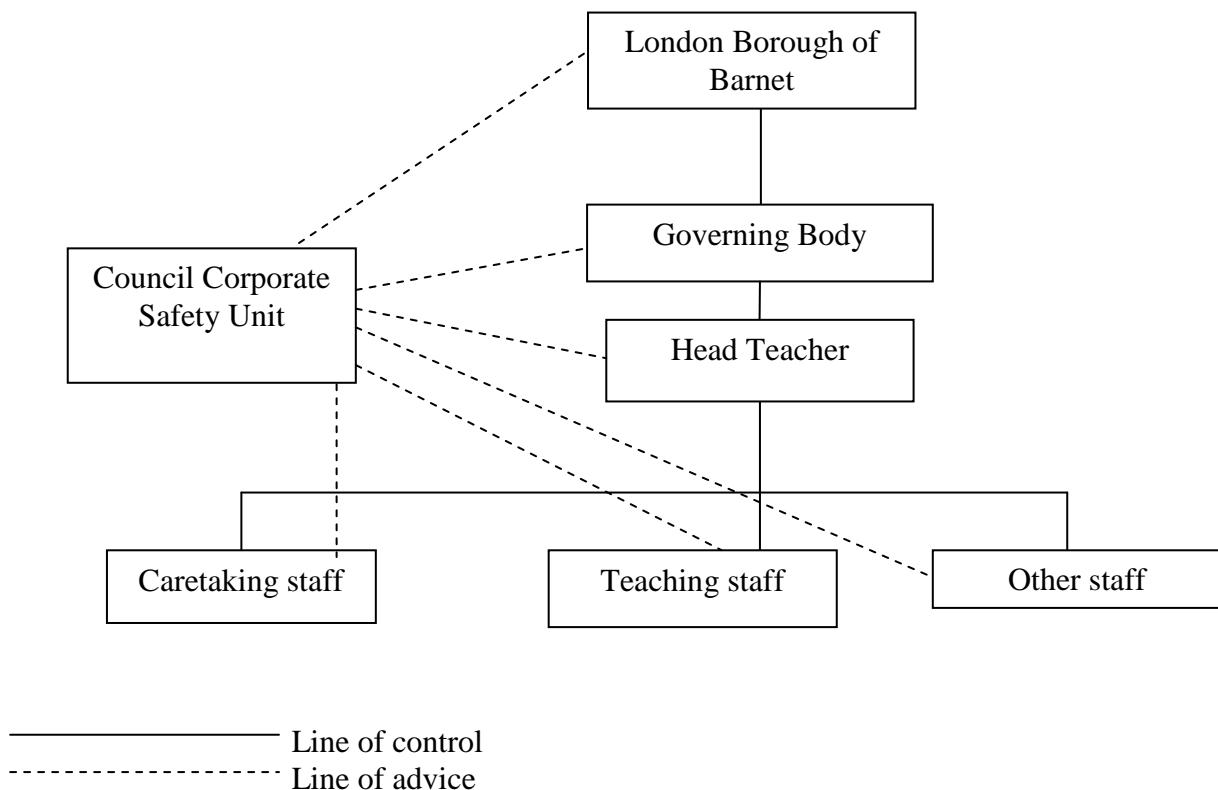
The nature of schooling means that for much of the time the majority of people on the premises are not employees, mainly pupils but also parents, contractors and other visitors. We also accept our responsibility, so far as is reasonably practicable, for the health and safety of these people and for anybody else who may be affected by what we do or do not do.

We acknowledge the important part our own staff have to play in ensuring a healthy and safe workplace and we will consult them not only when we are taking specific measures which will affect their health and safety but also on a routine basis. This policy has been shared with all staff.

This policy will be kept up to date and will be reviewed at least annually. However, if circumstances change that make it no longer valid it will be reviewed at that point.

## **2 Organisation and Roles and Responsibilities**

### **2.1 Organisation**



### **2.2 Roles and Responsibilities**

#### **2.2.1 Council Responsibilities**

The Chief Executive of Barnet Borough Council has overall and final responsibility for the effective management of health and safety within Martin Primary School. The Director of Children's Services is responsible for ensuring that the school has systems in place to meet the requirements of the Council's Health and Safety Policy.

Safety performance is checked through the OFSTED programme and also through spot checks initiated by the Council.

### **2.2.2 Governors' Responsibilities**

This responsibility has been devolved to the wellbeing committee but all decisions are ratified at the full Governing Body. Health and Safety is a standing item on all Wellbeing Committee meetings and issues are discussed there. However, the chair of the Wellbeing Committee also meets the head teacher in between meetings if there are issues that need addressing more urgently. The committee is responsible for:

- Monitoring Health and Safety performance.
- Reviewing accident trends.
- Ensuring appropriate actions are taken.
- Periodically assessing the effectiveness of the policy and ensuring that any necessary changes are made.
- Reviewing the Health and Safety Policy annually.
- Reporting on Health and Safety issues in the school's profile.
- Assisting the Head teacher in implementing and maintaining this policy and will consider Health and Safety matters when assessing the budget.

The Chair of Governors' is to be notified of any accident happening on the school premises or to school staff or children whilst under the responsibility of the school, such as on a school trip, which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. If required an emergency Wellbeing Committee or full Governing Body meeting will be called.

Further details on the Governing Body's responsibilities can be found in the Council's Health and Safety Policy at [www.barnet.gov.uk](http://www.barnet.gov.uk)

### **2.2.3 Head Teacher's Responsibilities**

The head teacher is responsible for implementing the policy and monitoring and maintaining arrangements within the school. Her main duties are:

- Day to day management of all health and safety matters in the school in accordance with the Health and Safety Policy.
- Ensuring regular inspections are carried out.
- Submitting inspection reports and details of RIDDOR accidents to governors and or education authority.
- Ensuring action is taken.
- Passing on health and safety information received to the appropriate people.
- Carrying out investigations
- Identifying staff training needs
- Liaising with governors and the Local Authority on policy issues and any problems in implementing the Health and Safety Policy.
- Consulting staff on Health and Safety issues and co-operating with and providing necessary facilities for trades union safety representatives.

Further details on the head teacher's responsibilities can be in the Council's Health and Safety Policy at [www.barnet.gov.uk](http://www.barnet.gov.uk)

### ***2.2.4 Premises Manager's Responsibilities***

The Premises Manager and site staff have a vital role to play in ensuring that the premises are maintained in a safe condition by carrying out many of the duties required in this policy. The full details of what they do can be found in their job description.

### ***2.2.5 Welfare Responsibilities***

Two admin officers (Jo Filippone and Louise Fincham), who are qualified in administering first aid, are responsible for ensuring that:

- Appropriate first aid arrangements are available and regularly checked.
- Reports are made to the appropriate authorities as required under RIDDOR.

### ***2.2.6 Teaching staff Responsibilities***

Teachers are responsible for ensuring that the school's Health and Safety Policy is followed within the areas under their control. They will:

- Ensure that their classroom is kept in a condition that does not put the children, themselves or anyone else at risk, i.e. free from hazards, such as trailing leads.
- Ensure that PE is carried out safely so far as is reasonably practicable.
- Check equipment is safe before using it.
- Ensure that children are either competent to use any equipment they might be using or supervise them in such a way that the risks to their Health and Safety are minimised.
- Ensure the safety of their children in the event of an emergency, such as a fire or an accident.
- Ensure that the fire precautions are not obstructed within the area under their control.
- Carry out risk assessments prior to educational visits. This includes areas of the school site including the field, pond and the nature area.

### ***2.2.7 Individual Responsibilities***

All staff employed by the school have individual Health and Safety responsibilities. This means they must:

- Take reasonable care for their own Health and Safety at work.
- Follow all Health and Safety instructions given to them by the Head teacher or other authorised people.
- Follow the Health and Safety rules which apply to their job.
- Do what is reasonably practicable to ensure that the children and other people are not put at risk by what they are doing.
- Use any Health and Safety equipment provided.

- Not misuse anything that has been provided in the interests of Health and Safety (such as propping open a fire door with a fire extinguisher).
- Report anything that might present a danger to either themselves or anybody else.
- Staff are not to bring in their own electrical equipment for use in school.

### ***2.2.8 Wider Community Responsibilities***

- Allotment holders access to the allotment is via Plane Tree Walk only. Annual meetings will be held with the allotment committee to ensure that they are aware of the critical times of the school day. They are asked to try to plan their vehicular access accordingly.
- Parents and carers are not allowed to drive down Plane Tree Walk at any time during school hours. This is clearly communicated to parents and carers in a number of ways, but mainly via text messages and with regular reminders in the weekly newsletter.
- Parents and carers who disregard this rule are routinely spoken with and reminded that Plane Tree Walk is regularly crossed during the day by both students and staff accessing the field.
- There is a MUGA and portacabin on the field, which children access at various points during the day. This means that there is a significantly greater risk of accidents should parents and carers disregard the rule.
- In order to further enhance the safety of pedestrians, a barrier is installed at the top of Plane Tree Walk which will be operational at key critical points during the school day.

### ***2.2.9 Health and Safety Advice***

The Council's Corporate Safety Unit provides the role of competent person under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to assist the school in carrying out the necessary measures to comply with the statutory provisions. They provide the following service:

- Monitoring developments in health and safety law and advise the school as appropriate to help them meet their legal obligations.
- Provision of both template and specific documentation.
- Provision of a health and safety advisory service.

## ***2.3 Consultation and Co-operation***

Martin Primary School recognises the need for consultation and co-operation and the involvement of everyone to secure and maintain a safe and healthy workplace. We actively encourage staff to highlight to us at any time any shortcomings, improvements or any other issues or concerns that they might have with regard to health and safety.

# ***3 Arrangements for Carrying Out the Policy***

## ***3.1 Risk Assessment***

We carry out regular risk assessments of the school premises and the activities that take place there and also where we take children away from the school. These will be recorded and reviewed annually unless circumstances dictate that this should happen more frequently.

### **3.2     *Playground Supervision and safety on the field***

Our procedures for playground supervision and supervision on the field are documented in the staff handbook. The member of site staff on duty will carry out a safety inspection of the whole site including each morning, this will include the field on days when it is likely to be in use. It is the responsibility of staff to inform the Premises Manager, a day in advance, if they intend to use the field during the winter months, when the field is wet.

### **3.3     *First Aid Arrangements and Accident Reporting***

There are a minimum of two trained first aiders on the staff at all times during school hours. There are two nominated admin officers ( Jo Filippone and Louise Fincham ), who are responsible for ensuring that first aid boxes are properly stocked and located where they are supposed to be.

The first aid needs for school trips are considered as part of the risk assessment process and provided as required.

We have procedures for administering medicines to those children whose condition means that medication has to be taken during the school day. Please refer to the school Medical Policy.

### **3.4     *School Visits etc.***

We will ensure that we will exceed the minimum requirements specified by the DFE with regard to educational visits, such as staff/pupil ratios, seat belts etc. Staff also carry out a risk assessment during planning to ensure that risks are reduced to a minimum. All visits are logged on the Evolve system.

### **3.5     *Premises***

We have procedures in place to ensure that the risks presented by our premises are minimised. These include risk assessment, hazard reporting system, allocation of specific repair and cleaning duties to the caretaking department.

The premises are cleaned daily with more in depth cleaning on a regular basis. We also have a contract for the disposal and periodic removal of clinical waste.

### **3.6     *Fire and Emergencies***

We carry out a workplace fire risk assessment following the guidance contained in our FRS report.

We have fire procedures to ensure that all building users know what to do if they discover a fire or hear the fire alarm. Each room in the building has clear instructions for evacuation located near the exit.

The school has a clear emergency evacuation plan so that everything possible is done to save life, prevent injury and minimise loss in that order of priority. The evacuation procedure will be rehearsed at least once a term and the result of such rehearsals will form part of the regular risk assessment survey. A form is completed in the school office following every rehearsed evacuation and any points for improvement are fed back to staff.

In the event of an emergency the emergency services must be contacted by the member of staff who discovers the issue.



### **3.7 Electricity**

The electrical installation is inspected and tested at least every five years by qualified electrical specialists. In addition we also carry out visual checks three times a year to ensure that there are no obvious signs of damage to the system.

Electrical equipment is regularly tested using a portable electrical appliance testing (EAT) system.

### **3.8 Gas**

Our gas boilers are inspected annually by registered specialists.

### **3.9 Work Equipment**

Non powered equipment is checked by the user before use and inspected on a regular basis.

### **3.10 Hazardous Substances**

The type of work that we do means that our use of hazardous substances is limited. However, we are aware of our responsibilities under the Control of Substances Hazardous to Health Regulations (1999) and will comply with these where appropriate. We continually review what we hold to see if there are safer alternatives and we assess those hazardous products that we do use to ensure that we use them in accordance with the safeguards advocated by the suppliers.

Where our contractors bring hazardous substances onto our premises we ensure that COSHH assessments have been carried out on them.

The premises have been surveyed for the presence of asbestos.

### **3.11 Display Screen Equipment (DSE)**

All DSE workstations used by our staff and those in the classrooms are assessed to ensure that they meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. We provide eye tests and glasses specifically designed for DSE work where required. Where natural breaks do not occur with sufficient regularity we have established work routines to prevent the onset of fatigue.

### **3.12 Communication**

Staff responsibilities for health and safety are included in their job descriptions.

### **3.13 Personal Protective Equipment (PPE)**

We provide appropriate personal protective equipment that has been identified in the risk assessment.

### **3.14 Security**

In the morning the school gates are open at 8.30 and all means of entry and exit are secured at 9am. Any admission to the school during the school day is monitored. The site, including all entrances, is also covered by CCTV cameras. In the afternoon the school gates are opened at 3.30 and closed at 3.45. Outside of these times, entry to the school is then restricted to the main entrance. All visitors have to explain the nature of their visit and sign in at the school office. All visitors have to wear a visual dated visitors badge and are supervised appropriately throughout their visit. All staff wear a staff badge and have a duty to challenge any strangers on the premises or a visitor not wearing an appropriate visitor's badge.

### **3.15 Contractors**

We take steps to ensure that contractors carry out their work in such a way that they do not put themselves, children, staff or anybody else at risk. We either select contractors that have been approved by the borough or, for those not on this list, we carry out our own checks. In either case they will have to provide a method statement showing how the work will be carried out safely.

We will monitor their compliance with their stated standards either through the borough's clerk of works department or through our own caretaking department.

### **3.16 Aggressive behaviour towards staff, children or visitors**

We do not tolerate any physical or verbal abuse and we have a system in place to record such incidents. We will take appropriate action involving the Council and Police where necessary.

### **3.17 Audit**

There is an annual Health and Safety inspection of the school carried out by the Head teacher, Chair of the Wellbeing Committee and a Premises Manager using audit/inspection form in LCOP22. In addition the Council and OFSTED also audit the effectiveness of our systems.

This policy is reviewed annually by the Wellbeing Committee.