



## Health and Safety Policy of Intent Statement 2016-2017

### **Winwick C.E. Primary School**

The health and safety of all the people who work or learn at **Winwick C.E Primary School** are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body takes responsibility for protecting the health and safety of all children/students, members of staff and visitors.

Under the overall direction of the Governors we will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of staff, our school children/students, their parents and anyone else who may be affected by our activities. **Winwick C.E Primary School** works in partnership with the Warrington Borough Council to ensure all statutory duties in this field are met.

**Winwick C.E Primary School** will, so far as is reasonably practicable:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe and healthy working environment.
4. Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
5. Develop and implement appropriate occupational health and safety procedures, and safe working practices.
6. Include the management of health and safety as a specific responsibility of managers at all levels.
7. Ensure this policy is understood and implemented throughout **Winwick C.E Primary School**.
8. Involve staff in health and safety decisions through consultation and co-operation.
9. Maintain workplaces under our control in a condition that is safe and without risk to health.
10. Regularly review compliance with the policy and the management system that support it.
11. Provide sufficient information, instruction and supervision to enable all staff to avoid hazards and contribute to their own health and safety at work.

Our Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc. Act 1974** and will be subject to regular review at least annually or when there are any significant changes.

Overall responsibility for Health and Safety in **Winwick C.E Primary School** rests with the Board of Directors, led by the Chair of Governors:

Signed: ..... Chair of Governors

Signed: ..... **Head Teacher/Principal**

Dated:.....

## **Part 2: Safety organisation**

### **Objectives**

#### **2.1 The objectives of Winwick C.E. School health and safety policy are to:**

- promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- follow the guidance set out in the Warrington Borough Council Health & Safety Policy
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of safety is fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- ensure that full and effective consultation on all matters is encouraged

### **Responsibilities**

#### **2.2 Responsibilities of individuals within the school are as follows.**

**Board of governors.** The ultimate responsibility for all aspects of health and safety at work within Winwick C.E. School rests with the board of governors.

**Headteacher.** The headteacher is responsible for the effective implementation of the health and safety policy and for ensuring staff, through regular monitoring, implement health and safety arrangements. All accidents will be investigated by him/her in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate.

**Maintenance Officer & Caretaker.** The maintenance officer/caretaker work in partnership with the headteacher on health, safety and welfare within Winwick C.E. School taking on delegated duties where directed. He/She are also to advise the headteacher in meetings of any issues with regard to health and safety at work.

**Deputy and SLT.** The heads of Key Stages are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with the headteacher and maintenance officer/caretaker so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff and pupils under their control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act 1974.

**Teachers and teaching assistants.** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and teaching assistants. They frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary. They should report any health and safety issues requiring remedial action to the head teacher and/or the maintenance officer

**Employees and pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with the headteacher, line managers and site maintenance officer, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.

**Health and Safety committee.** The Health and Safety committee as a whole, or through individual members, is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.

**Contractors.** It is the responsibility of contractors and their employees to read and comply with the school health and safety policies.

## **Risk assessments**

**2.3 Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the head teacher.**

## **Health and Safety committee**

### **2.4 The Health and Safety committee is to comprise:**

- site maintenance officer & caretaker
- nominated governors
- head teacher

### **2.5 The committee will meet as deemed necessary, but not fewer than three times annually.**

## **Terms of reference of the safety committee**

**2.6 Under section 2(7) of the Health and Safety at Work Act 1974, the safety committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.**

Specific functions will include:

- the study of accident and notifiable disease statistics and trends so that reports can be made to the board of governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- examination of safety audit reports on a similar basis
- consideration of reports and factual information provided by inspectors of the enforcing authority
- assistance in risk assessment and the development of school safety procedures and safe systems of work
- monitoring the effectiveness of safety procedures and safe systems of work including accident and near-miss reports
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication and publicity in the school

## **Part 3: Safety arrangements**

### **Introduction**

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Winwick C.E. Primary School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of the head teacher, deputy, SLT and site maintenance officer/caretaker are to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to and exit from them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the board of governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to the head teacher.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## **Specific arrangements for health and safety**

### **3.1 Accident reporting**

Any serious accident or injury is to be reported to the head teacher by the person or persons involved in the accident. An on-line accident form (HSA1) must be completed. One copy should be kept in the school office, while another copy should be sent to the Local Authority. The first aid folders are used to record and track minor accidents involving children on the playground and in the school building. The head teacher is to ensure that the health and safety committee is informed of all accidents of a serious nature and any dangerous occurrences.

### **3.2 Accident investigation**

- All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the head teacher. S/he in turn is to report the incident to the governors.
- The head teacher is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- The chair of the health and safety committee is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the head teacher of the school, as well as their own reporting chain.

### **3.3 Reporting procedures**

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to the head teacher and /or the maintenance officer/caretaker. This should include any near misses and potentially unsafe conditions. Such reports are to be recorded. Teachers and teaching assistants will be asked weekly through a standard agenda item at staff meetings to report any health and safety issues to the head teacher.

### **3.4 Out-of-school visits and activities**

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in Warrington Borough Council's Educational Visits Policy, the code of practice for schools.

For all residential and full-day trips involving children outside the school grounds, it is the responsibility of the trip leader to complete the form on Evolve and submit this to the EVC, who will then submit it to the headteacher. All day trips must be authorized through Evolve by the head teacher, while residential and adventurous activities must be authorized by the Local Authority.

### **3.5 Safe working procedures**

Heads of faculty or area must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

### **3.6 Defective equipment**

All defects found in equipment must be reported immediately to the appropriate coordinator, who in turn will apprise the head teacher and maintenance officer/caretaker of the details.

The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been affected.

### **3.7 Means of access**

- When using access equipment, such as ladders, crawling boards, etc, the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

### **3.8 Good housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

### **3.9 Electrical equipment**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been affected.
- All electrical equipment must be PAT tested before it is used. PAT testing should be repeated every two years on a rolling programme, unless a visual inspection of the equipment raises concerns. In those cases, PAT testing should be carried out immediately. This is arranged by the maintenance officer/caretaker.

### **3.10 Use of harmful substances**

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the site maintenance officer. All COSHH reports and risk assessments are kept centrally in the office.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety adviser.



### **3.11 Smoking**

Smoking is not permitted in the school or on school grounds.

### **3.12 Emergency services**

Fire, police or ambulance services can be contacted by dialing 9/999 and asking for the service required.

There is always a first aider on call within the school during working hours.

### **3.13 Fire prevention**

- A notice, 'Action to be taken in the event of a fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

The maintenance officer/caretaker have the responsibility to:

- Ensure all notices detailing action to be taken in event of a fire are displayed clearly in classrooms and other areas of the school building.
- Carry out weekly call point tests for the fire alarms
- Carry out monthly checks on emergency lighting
- Ensure a fire risk assessment is completed annually by an external agency and report back to the head teacher and governors on any issues raised. This is organized at part of a service level agreement with DBE services.
- Ensure an annual check on all fire extinguishers is completed. Once again this is part of a service level agreement with DBE services.
- Ensure full records are kept of all testing, external checks and evacuations in the fire alarm log.
- All emergency exits are to be kept clear and free from obstruction at all times.

The head teacher has the responsibility to:

- Instruct students at the start of their attendance at the school to enable them to:
  - i. identify the fire alarm
  - ii. know the action they should take on hearing the alarm
  - iii. know the location of the assembly points
  - iv. know what to do if not in a supervised group, in the event of fire

These points should be included on the fire notice, and reinforced during practice evacuations.

- Arrange a full evacuation every term and deal with any issues arising in consultation with staff. When a fire drill is held, it will be recorded in the fire alarm log, held by the maintenance officer.
- Ensure training of all employed persons forms an essential part of the school's fire precautions. The aim should be to ensure that all staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.
- Monitor all systems and procedures in respect to fire prevention, which ensure the safety of all employees and students in the school

Teachers have the responsibility to:

- Ensure they have a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.
- Instruct their class at the start of the year on what to do in an event of a fire, including what to do if not in a supervised group.

All employees have the responsibility to:

- Ensure they have a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.

### **3.14 Visitors**

- All visitors should be signed in at Reception. They should wear a badge that identifies them as a visitor.
- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

- All visitors should be informed of; health and safety procedures including evacuation and first aid, along with safeguarding information.

### **3.15 Contractors**

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the head teacher and/or maintenance officer.

### **3.16 Use of vehicles**

School staff should ensure that they have business insurance if they are using their car for school business, such as attending meetings, training and transporting children to and from events.

### **3.17 Legionellosis**

The primary aim is to prevent the build-up of the *Legionella pneumophilla* organisms in water systems and to prevent inhalation of infected water droplets. The headteacher and maintenance officer have received legionella awareness training.

Control measures are as follows.

- The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly by the maintenance officer.
- At the start of each new term the domestic water will be switched on to operating temperature. All hot and cold taps run for 1 minute ensuring hot water comes through.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Biannually there is a legionella risk assessment of the water system by an external contractor.
- Records are to be maintained of any maintenance, water treatments or disinfection.

The headteacher will monitor the controls carried out by the maintenance officer on a half-termly basis.

### **3.18 Manual handling of loads**

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Health and safety information and advice are available on all aspects of health, safety and welfare from the safety adviser.

### **3.19 Security**

All visitors to the school should be directed by means of prominent, unambiguous notices, to reception where they will be required to sign the visitors book giving the following details:

- name
- time in and out
- which organisation they are from
- who they are seeing

They will be issued with a visitor's badge, which they should be instructed to wear at all times whilst on school premises.

The school is equipped with intruder alarms, which are serviced twice a year. Emergency lighting is tested monthly by the maintenance officer. This is also tested quarterly as part of a service level agreement with DBE services.

### **3.20 Issue of keys**

Keys should be issued to staff only on the basis of demonstrable, work-related necessity. An inventory of issued keys should be prepared and kept up to date by the maintenance officer.

### **3.21 Playground safety**

In the playground children are supervised at all times and given clear guidelines as to where they can and cannot play.

The climbing wall opposite the main entrance has the following procedures to ensure the children's safety:

- Half-termly checks are made by both headteacher and by Maintenance officer.
- Equipment checked by council approved outside contractor annually.
- Supervision of use at all times to ensure that behaviour is appropriate and that the number of children on the apparatus is monitored.

- All morning and afternoon playtimes are at different times for younger and older children, reducing the number of children on the playground. At lunchtime when all children are out, there is increased supervision.
- Apparatus is checked daily and is not to be used when wet and slippery.
- School uniform policy means that children wear appropriate footwear

Rock salt will be used in the winter to grit icy surfaces on the playground by the site maintenance officer.

### **3.22 Waste Disposal**

- The site maintenance officer holds the hazardous waste list in the waste disposal file and ensures all waste is disposed of correctly.

### **3.23 PE equipment**

- The PE apparatus in the hall is checked annually by an outside contractor.
- The PE coordinator has attended safety training from the Local Authority and disseminated information to the teachers.
- Clear guidelines for teachers on safety in PE are found in the staff handbook.

### **3.24 Equipment**

- All trolleys and mobile equipment is inspected monthly by the maintenance officer. Records are kept of these inspections.
- All ladders are inspected monthly by the maintenance officer. Records are kept of these inspections.
- All mats are visually inspected on a monthly basis by the maintenance officer.