



# Health and Safety Policy

Collingwood School

This policy relates to the whole school including the Early Years Foundation Stage and should be read in conjunction with the school's following policies:

- First Aid Policy
- Fire Safety Policy
- Risk Assessment Policy
- Staff Handbook

## **PART 1: STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE**

1.1 The Governors of Collingwood School wishes to provide a safe and healthy environment for the Staff of the school, for the Children attending the school, and for Visitors, Parents, Contractors, and anyone else who may have business at our school. The Governors have therefore taken steps, so far as is reasonably practicable, to fulfil its responsibilities within the framework of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1998, and other regulations which are brought into force from time to time. In addition, Approved Codes of Practice will be followed, and where appropriate the school will strive to achieve Best Practice.

1.2 Each and every member of Staff and Governors must recognise that there is a personal and collective responsibility under the Health and Safety at Work etc Act 1974, and subsequent regulations.

1.3 All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head Teacher, the Bursar and other members of the Senior Management Team ("SMT") in order to enable the Governors to comply with health and safety duties. Furthermore, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

1.4 All employees are briefed on where copies of this policy can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

1.5 This Statement will be reviewed annually.

Signed:

Chair of Governors:  
Barbara Greatorex

Dated:

25/05/2018

Head Teacher:  
Leigh Hardie

Dated:

25/05/2018



## **PART 2: ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE**

The following Health & Safety roles and responsibilities are approved by the Governing Body & Head Teacher of Collingwood School.

### **The Governing Body**

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures that sufficient and appropriate resources are allocated to implement the H&S Policies and will specifically:

- Include Health and safety targets in the School Development Plan. Targets may include:
  - Provision of facility for health and safety purposes.
  - Reductions in accidents/incidents.
  - Training for Governors/staff, and
  - Revision of policy/procedure
  
  - Ensure that H&S is an agenda item on full Governing Body termly meetings and receive a termly H&S report from the H & S Committee at this time. This report should include information on:
    - Progress of the H&S targets in the School Development Plan (SDP).
    - Accident/incident analysis
    - Suggestion on future H&S initiatives.
  
- Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

### **Head Teacher**

As Senior Manager for the premises, and of all on and off site school related activities, the Head Teacher is responsible for the day to day management of H&S. The Head Teacher will advise Governors of any H&S issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Head Teacher will ensure that:

- The contents of this policy are brought to the attention of all relevant persons.
- A process for risk assessments is applied within the school
- Appropriate control measures are implemented and that assessment are monitored and reviewed as necessary.
- Appropriate staffing levels for safe supervision are in place.
- An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment.
- An adequate needs analysis of H&S training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out.
- Adequate and easily retrievable health and safety training records are available and up to date.



- The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- A termly H&S report is provided to Governors.
- Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- The fire risk assessment is updated every three years and/or whenever significant changes or building works might affect the means of escape.
- An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Head Teacher.

The Head Teacher may delegate functions to other or single members of staff (e.g. the Bursar or Site Manager) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Head Teacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

#### **Deputy Head Teacher**

The Deputy Head Teacher will take on the above responsibilities in the absence of the Head Teacher.

#### **Bursar**

The Head Teacher may nominate the Bursar to carry out H&S functions and maintain an overview of the H&S organisation and management of the school, and report to the Head Teacher accordingly. Specific functions of the Bursar may include:

- Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Head Teacher where necessary.
- Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Head teacher of any deficiencies.
- Carrying out, with the Head Teacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- Advising the Head Teacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- Reporting to the Head Teacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.



- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

### **Maintenance/Site Manager**

The Maintenance Manager is responsible to the Head Teacher and Bursar and in particular will ensure:

- The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- H&S inspections are carried out termly paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H & S co-ordinator etc)
- That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- That all staff work in accordance with safe working practices issued by the school.

### **Line Managers**

Staff in charge of other Staff are responsible to the Head Teacher for ensuring the application of this policy within their individual areas of control. In particular these staff members will ensure that:

- The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.
- All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- Any equipment/appliance which has been identified as being unsafe is removed from service.
- The H&S training needs of staff are identified and the Head Teacher and/or Bursar informed accordingly.
- Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- Newly appointed staff receive appropriate H&S induction training.
- First aid provision is adequate.

### **Teaching Staff (Including supply)**

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:



- Effective and appropriate supervision of the pupils that they are supervising.
- That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- That they are conversant with the school's H&S policy and any arrangements specific to their own classrooms
- They know the emergency procedures.
- That they report any defective equipment to the relevant person.
- All accidents and incidents are reported and reviewed or investigated.

**All Employees** [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions. Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- Participate in the school's risk assessment process and comply with findings.
- Report any defects in the condition of the premises or equipment of which they become aware.
- Report all accidents/Incidents in accordance with the school's procedure.
- Be familiar with the procedure to be followed in the event of a fire/emergency.
- To follow all relevant codes of safe working practice and local rules.
- To report any unsafe working practices to their Line Manager.



### **PART 3: ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### **Accident Reporting, Recording & Investigation**

- All accidents, near misses or injuries are recorded on ScholarPack.
- All accidents, near misses and incident records are stored according to GDPR legislation.
- Any accidents or injuries resulting in the casualty going home are investigated and/or reviewed by the Head Teacher or Bursar.
- The Head Teacher or Bursar will inform Governors of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR 1999).

#### **Asbestos**

- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Head Teacher or Bursar.
- The Asbestos Survey Record is held by the Bursar. Reference is made to this document before commencement of building work and brought to contractor's attention when appointing them.

#### **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 Bursar.

#### **Curriculum Safety** [including out of school learning activity/study support]

- Teaching Staff must ensure safe working procedures are identified as part of lesson planning and check pupils understanding of these procedures during communication of the learning objective.
- All personnel that arrange or actively participate in school visits or out of school activities must complete a risk assessment for the activity

#### **Drugs & Medications**

- The school follows guidance produced by Department of Children, Schools and Families (DCSF).
- Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.
- Any medication brought into School must be taken to the School Office with correct/complete information recorded and the school's parental agreement form to administer medicines.



- Medication is stored in a safe place and away from children's reach except for emergency medicines, such as asthma inhalers and adrenaline pens, which should be readily available for prescribed children.
- The school only accepts medicines prescribed by a medical practitioner.
- Non prescribed medicine is only administered where there is specific prior written permission from the parents under exceptional circumstances.
- Staff are made aware of the special needs of children suffering from asthma, diabetes, epilepsy, etc and a health care plan developed involving parents and relevant health professionals.
- A record of medicines administered is maintained, for staff to complete on ScholaPack, the School's MIS.
- The school will provide appropriate training to administer medication e.g. epipen training, in collaboration with local health services.
- Parents are responsible for ensuring that date-expired medicines are collected/returned to a pharmacy for safe disposal and replaced where necessary.

#### **Electrical Equipment** [fixed & portable]

- A visual check of electrical items must be made prior to use
- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment
- Electrical equipment that is known to be, or suspected of being faulty, must not be used until repair has been affected, and disposed of if it cannot be repaired.
- Faulty electrical equipment should be reported to the Bursar and/or the Site Manager to arrange inspection/repair by a competent individual
- Portable appliance testing (PAT) is completed by competent individuals and in accordance with HSE guidelines. An inventory of items tested is held by the Site Manager.
- Personal items must not be brought into school, for school use as the school cannot guarantee they meet the same requirements as school equipment (must be PAT tested).

#### **Fire Precautions & Procedures (and other emergencies)**

- Fire Drill Procedures are posted in all buildings and each room 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 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 is to be carried out in accordance with current legislation.
- Fire extinguishers are checked by a competent person annually.
- The Bursar ensures that fire drills are carried out termly, and a competent person completes a fire risk assessment annually.



## **First Aid**

- All front line staff receives paediatric first aid training and this is updated every three years.
- First Aid Boxes are located in the School Office and their contents should be checked termly. The designated First Aiders are responsible for their checking and restocking.
- The designated First Aiders will summon/instruct someone to call an ambulance and will accompany children to hospital in the absence of the parents/guardians.
- Waste resulting from first aid treatment is disposed in the sanitary bin located in the staff toilet.
- Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings
- Arrangements for first aid provision, for after school activities and school trips/off-site activities are the responsibility of the Teacher in charge and/or the After School Care Manager

## **Hazardous Substances**

- When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- All new materials or chemical substances must be have a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment and clearance given by the Bursar prior to use. The user is to be in possession of a Safety Data Sheet

## **Housekeeping, Cleaning & Waste Disposal**

- 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

## **Handling & Lifting**

- Personnel are not to lift, drag, push or carry heavy or awkward loads, over 10kg, unless training has been undertaken and risk assessments carried out.
- Health and safety information and advice is available on all aspects of health, safety and welfare from the Bursar.

## **Jewellery**

- The wearing of jewellery apart from stud earrings is not permitted by children in school. This message is communicated to all pupils by Teachers and parents via the application process.



### **Lettings/Shared Use of Premises**

- The conditions of hire are agreed and outlined on the School's document and the hirer briefed on the location of telephones, fire escapes routes, fire alarms and firefighting equipment
- A representative of the school either remains on site or on call during the period of hire.
- Emergency contact details of the school's representative are provided to the hirer.
- Organisations hiring must have their own public liability insurance.

### **Lone Working**

- All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.
- Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.
- Anyone lone working on a regular basis is advised to carry a personal mobile phone.

### **Maintenance / Inspection of Equipment**

- Class Teachers should check all PE apparatus before use and report any damaged or unsafe equipment to the Site Manager. Faults must be remedied or the equipment removed from service
- Regular or cyclical inspections are carried as follows by a competent person and records maintained
- Portable Appliance Testing – annually or as per HSE guidelines
- Intruder Alarm System – annually
- Fire Alarm System – annually
- Firefighting equipment – annually
- Fixed outdoor equipment and PE apparatus – annually
- Gas boilers - 6 monthly and gas certificate annual
- Fixed wiring – 5 yearly
- All staff must check access equipment prior to use and report or remove any defective items from use. Staff must only use ladders if trained to do so.

### **Monitoring the Policy**

- Termly inspections of the premises, to incorporate issues of Health & Safety are carried out by the Chair/Representatives of the H & S Committee and the Bursar. This is in addition to informal inspections by the Site Manager and Caretaker during opening and locking procedures.
- The Head Teacher and Chair of H & S Committee will identify accident trends for corrective and preventative action and report back to the H & S Committee.
- The Head Teacher is responsible for implementing the H & S policy and staff are informed of their responsibilities through induction training and regular reporting at staff meetings.



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

- Personal Protective Equipment is provided where the provision of PPE would contribute towards reducing health and safety risks to the wearer.
- The need for PPE is identified through the risk assessment process and consultation/review of activities where PPE is considered necessary to ensure protection e.g. protective gloves for first aid and dust masks, safety shoes, safety goggles, high visibility clothing, etc for site management duties.

### **Reporting Defects**

- The Site Manager should be informed of defective items for repair if within their capabilities and escalation to the Bursar if outside contractors are required.
- If the item cannot be repaired immediately it should be temporarily removed from use until repair is possible and taken out of service altogether if defects cannot be rectified.

### **Risk Assessments**

- Class teachers are responsible for completing risk assessments for class activities as part of lesson planning.
- The trip organiser/party leader would be responsible for completing a risk assessment for school trips and off site activities.
- The Head Teacher ensures that risk assessments are undertaken.
- The Bursar would complete risk assessments for non-curriculum based activities in liaison with staff and professionals where necessary.

### **School Trips/ Off-Site Activities**

- All personnel that arrange school trips and off-site activities must follow the requirements of the School Trips Policy
- Parental authorisation is obtained and emergency contact details and health plans must be taken on the trip or activity.
- The Teacher in charge must complete a risk assessment which is approved by the Head Teacher.

### **Smoking**

- This school is a complete non-smoking zone.

### **Staff Consultation**

- The Health and Safety Committee meet once a term to discuss matters of Health and Safety.
- Concerns are raised by Staff through any of H & S committee representatives. Additionally matters of H & S can be raised through Staff Meetings.



### **Staff Health & Safety Training and Development**

- Health and Safety arrangements are included as part of Induction.
- Specific requirements are identified as part of induction or appraisal and highlighted to the Bursar to arrange appropriate training.

### **Supervision [including out of school learning activity/study support]**

- All staff and volunteers working in school must have satisfactory criminal check clearance, whether this is a List 99, enhanced DBS disclosure (type of check dependent on employment start date whether individuals are left unsupervised with children).
- Pupils should be supervised at all times and not be left in areas unattended, including pupils in classes at break times

### **Violence to Staff / School Security**

- All visitors to the school, including contractors are required to report to the school office, to sign in and obtain a visitors badge. It may be necessary to accompany contractors during school hours and alert staff and children to put safety measures into effect.
- Access is controlled by a door entry system and office staff allowing entry.
- Staff should challenge any unknown person seen entering the building or grounds in order to avoid the risk of theft, damage or injury to pupil or staff
- Incidents of physical, verbal or racial abuse against staff are treated seriously and must be reported to the Head Teacher. Each incident should be recorded.
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### **Water Quality (including Legionella)**

- Monthly testing is carried out by a competent contractor and conduct a yearly risk assessment.
- Drinking water outlets are clearly labelled around the school.
- Water dispensers are maintained by the supplier.

### **Working at Height**

- Staff must not use tables or chairs to access resources or work at heights.
- When using access equipment, the correct equipment is to be used for the job to be undertaken.
- Stepladders should always be supported by an assistant.
- A visual check of access equipment must be undertaken prior to use and not used and reported if defects are found.
- Staff working at unsafe heights must receive appropriate training.
- Staff should use correct routes of access. Do not use short cuts as they can result in serious accidents.



### **Work Experience**

- Work experience students are looked after by the Bursar and an induction programme is followed.
- All work experience students are covered by the School's liability insurance.

Next Review Health and Safety Committee – June 2018