

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

OUR SCHOOL VISION

We will help our pupils
We will
We will allow them to
We will help them

Learn
Inspire them,
Flourish and
Excel

These are the building blocks for a successful **LIFE**.

We are a child-centred school. Every decision we make is in the child's interest.

We encourage pupils to become confident learners.

We are all members of a Learning Family and we speak and listen to each other honestly.

We listen especially carefully to our pupils.

We recognise the value of individuality.

We make sure every child can achieve excellence.

We celebrate everyone's success and learn from our mistakes.

Ours is a safe, caring and happy school.

2014

Issue no 1	Date 16/05/2016	Responsible Governors Full Governing Body	Review in Summer Term 2017
---------------	--------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

Statement of Intent:

The head teacher and governors are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.).
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage and transport of articles.
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Signed:

Head teacher

Signed:

Chair of Governors

Date:

Date:

Issue no 1	Date 16/05/2016	Responsible Governors Full Governing Body	Review in Summer Term 2017
---------------	--------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

Section B – ORGANISATION

B1: Employer Responsibilities

West Sussex County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The head teacher will ensure the overall implementation of the policy.

B2: Head Teacher Responsibilities

- To ensure this policy is reviewed annually, or before if there are any substantive changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections (at least 1 per term) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the governing body on a regular basis;
- To monitor and review all health and safety policies and procedures.

NB: Tasks can be delegated to other staff members but the responsibility remains with the

Issue no	Date	Responsible Governors	Review in
1	16/05/2016	Full Governing Body	Summer Term 2017

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

head teacher.

B3 – Governors’ Responsibilities

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
- The governing body will promote a strategic overview for health and safety.
- The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
- The governing body will make adequate provision for maintenance of the school premises and equipment within the school’s delegated budget.
- The governing body will support and monitor health and safety within the school.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

Name of Appointed Health and Safety Governor: Peter Hammond

B4 – Staff Responsibilities

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the head teacher or their line manager.

Issue no 1	Date 16/05/2016	Responsible Governors Full Governing Body	Review in Summer Term 2017
---------------	--------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

B5 – Area Education Officers (AEO)

- The AEO will take responsibility for the strategic overview of health and safety matters in schools, and report concerns to the Corporate Director of Education, Learning and Skills.
- The AEO will raise specific health and safety issues with the health and safety unit.

Name of AEO: Paul MacCourt

Contact No: 01243 752311

B6 –Capital & Premises Development Manager

- has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

B7 – Property and Infrastructure Support

- Will ensure that property matters for which the Governors as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use).

B8 – Safety Representatives

Safety representatives of a Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace
- Present the findings of investigations to you.
- Inspect the workplace;
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as

Issue no	Date	Responsible Governors	Review in
1	16/05/2016	Full Governing Body	Summer Term 2017

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

a representative of your employees.

Name of Employee Representative:

Contact details:

B9 - Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety will be an agenda item to be discussed at all staff meetings.

Issue no 1	Date 16/05/2016	Responsible Governors Full Governing Body	Review in Summer Term 2017
---------------	--------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

B10 – Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found:

Location of Poster: PPA Room

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff.
- The head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B11 – Competency for Health and Safety Tasks and Training

- Induction training will be provided for all members of staff by the head teacher.
- Training will be identified, arranged and monitored by the head teacher and the governing body.
- Staff are also responsible for drawing to the attention of the head teacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

The person responsible for holding the records is:

Head teacher

B12: Monitoring

- The head teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- _____ is responsible for investigating accidents although the accountability lies with the head teacher.
- _____ is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the head teacher.

Issue no 1	Date 16/05/2016	Responsible Governors Full Governing Body	Review in Summer Term 2017
---------------	--------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

- The head teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Section C – ARRANGEMENTS

C1: School Activities

- The head teacher will ensure that risk assessments are undertaken. *See annex 10*
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person.
- The head teacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Curriculum Safety Risk Assessments:
Swimming,
Early Years,
Playground,
Field,
Science and DT (some individual lessons)

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided.
- Where we have evidence that a visitor has a DBS check, their badge will be on a purple lanyard, where we do not have that evidence, it will be on a green lanyard.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

C3: Fire and Emergency Procedures

8

Issue no 1	Date 16/05/2016	Responsible Governors Full Governing Body	Review in Summer Term 2017
---------------	--------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

- The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. See annex 7
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Names of fire wardens: Simon Simmons; or in his absence - Jo Aitken & Denise Maurice have also received training

- Emergency evacuation will be practiced three times a year and a record will be kept:

A record will be kept by: the Headteacher in the *Fire Risk Assessment Folder* in the Head's Office.

- West Sussex Fire and Rescue will be contacted by:

School Secretary/Bursar

- Regular testing of fire alarms will occur on:

Monday mornings before school.

Name of tester Premises Manager

The fire log book will be kept:

By the Premises Manager, in the Premises Manager's office

C4 Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire.

Name of Responsible Person for Fire Safety: Headteacher

Issue no 1	Date 16/05/2016	Responsible Governors Full Governing Body	Review in Summer Term 2017
---------------	--------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

C5: Maintenance of Fire Precautions:

The head teacher will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

C6: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements.

- The head teacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.

C7: First Aid Arrangements

- The head teacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

A list of first aiders and contact details can be found in the School Offices

- The head teacher will ensure that there are an appropriate number of first aid boxes, with instructions.

The first aid boxes are located at in the sick bay

- A first aid risk assessment will be carried out by the head teacher to determine the above factors.
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508.
- The school will follow the WSCC procedures for reporting of injuries as stated in the WSCC accident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

HSE Contact Details: 0845 300 9923 (Monday to Friday 8.30am -5 pm). Incident Contact Centre

www.hse.gov.uk

- Parents will be invited to complete the consent form for medical treatment in

Issue no 1	Date 16/05/2016	Responsible Governors Full Governing Body	Review in Summer Term 2017
---------------	--------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

accordance with school policy and DFE guidance.

C8: Information Technology

- The headteacher will ensure that suitable arrangements are in place for the use of information Technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

C9: Legal Requirements for Premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

C10: Safe Handling and Use of Substances

- The head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The head teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The head teacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

C11: Inspection of Premises, Plant and Equipment

- The head teacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/deputy head using the checklists. *See annex 6.*
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.

C12: Asbestos Management

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out in line with WSCC policy. The head teacher will ensure that the WSCC asbestos management policy is followed. An asbestos register will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The head teacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

C13: Legionella Management

Tugwells will arrange for an annual legionella water hygiene risk assessment to be carried out at sentinel points in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and a water risk assessment will be carried out by the contractors. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets

Principal Manager for Facilities: Vic Bass

Telephone Number: 0330 2222796 / 07970186464

Issue no 1	Date 16/05/2016	Responsible Governors Full Governing Body	Review in Summer Term 2017
---------------	--------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

C14: List of Risk Assessments, Policies and Procedures to complement this Policy *add or*

delete list as applicable to your school

- Asbestos management
- Control of chemicals hazardous to health (COSHH)
- Drugs and alcohol
- Electricity at work including portable appliance testing
- Emergency planning
- Fire – including responsibilities of the fire wardens
- First aid requirements
- Lone working
- Manual handling
- Off-site visits
- Pedestrian and people movement
- Playground supervision
- School events
- School facilities (swimming pools)
- Slips, trips and falls

11

SECTION D REFERENCES

For information regarding the following:

Emergency Planning Guidelines
Guidance on First Aid
Incident/Accident Reporting
COSHH Risk Assessments
Inspection Proforma
Fire Policy and other Linked Documents
Heating Oil Storage and Management Checklist
Asbestos Policy
List of Hazardous Substances on the Premises

For any information on the above contact: healthandsafety@westsussex.gov.uk

Or

Health and Safety Services
West Sussex Capita Partnership
2nd Floor
The Grange
County Hall
Chichester
PO19 1RG

13

Issue no 1	Date 16/05/2016	Responsible Governors Full Governing Body	Review in Summer Term 2017
---------------	--------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

Tel No: 01243 752025

OTHER USEFUL CONTACTS

Premises/Grounds

Contact: laura.reidman@westsussex.gov.uk
0330 22 22819

Health and Safety of Pupils on Educational Visits

Contact: martin.tomlinson@westsussex.gov.uk
0330 22 28344

Health and Safety Officer

(General H & S advice, COSHH, Hazardous Substances, legislative advice)
David Ramsbottom david.ramsbottom@westsussex.gov.uk
0330 22 22463

Land and Property Information

(Boundary information, site plans, aerial photographs)
Graham Jessop 0330 22 23010

Security and Risk Management

(Risk Assessment, Security Advice, Insurance Claims)
Lydie Butler 0330 22 22716

Asbestos Officer

(Asbestos Register Amendments)
Nabil Ouertani 0330 22 22782

Carbon Management

Jack Hoyland 0330 22 22771
HSU/GW/FinalV2/Updated 03.11.11

Electrical Engineer

(Statutory compliance, condition of services, renewable energy options, maintenance regimes)
Glenn Floyd 0330 22 22768

Engineering Helpline

SSE Helpline 08450 767660
(Electrical service, sewage maintenance, boiler, fire alarm and emergency lighting testing)

Trade Union Representatives

Julie Huckstep, ATL
19 Wellis Gardens, Margate, CT9 5RG
Tel: 01843 223478. Email: jhuckstep@kent.atl.org.uk

12

14

Issue no 1	Date 16/05/2016	Responsible Governors Full Governing Body	Review in Summer Term 2017
---------------	--------------------	--	-------------------------------

BARNS GREEN PRIMARY SCHOOL

Health & Safety Policy

John Reeves, NUT
Christ Church Cof E High School, Millbank Road, Ashford, TN23 3HG
Tel: 01233 623465. Email: jreeves@christ-church-ashford.kent.sch.uk

Robert Straker, NAHT
Anthony Roper Junior School, High Street, Eynsford, TN4 9SH
Tel: 01322 863680, Email: headteacher@anthony-roper.kent.sch.uk
Fax: 01322 861743.
Graham Russell NAS/UWT
Mobile: 07854 209191, Email: nasuwtruss@hotmail.co.uk

Suzanne Sinclair, GMB Kent Branch
Kent Innovation Centre, Millennium Way, Broadstairs, CT10 2QQ.
Tel: 07843 088629, Email: ssinclairgmb@aol.co.uk

Sheena Sanchez, GMB Kent Branch
Kent Innovation Centre, Thanet Reach Business Park, Northwood Road,
Broadstairs, CT1 0QQ.
Tel: 01843 609317 / 07858 193318. Email sheenasanch@aol.com

Brian Vogt, UNISON
Callis Grange Nursery & Infant school, Beacon Road, St Peters,
Broadstairs, CT10 3DG
Tel: 07890 458706. Email@ brian@callis-grange.kent.sch.uk

Tony Alderton, UNISON
Email: tony.alderton@kent.gov.uk

George Hold, Kent County UNISON Email: holdg@hotmail.com

Issue no 1	Date 16/05/2016	Responsible Governors Full Governing Body	Review in Summer Term 2017
---------------	--------------------	--	-------------------------------