



## Willow Wood Primary School Health and Safety Policy

### **Introduction**

For the purposes of compliance with the Health & Safety at Work etc. Act 1974, and all legislation enforced under the HSW Act, the LA is the employer in maintained schools.

Willow Wood Primary School has adopted the policy of Sunderland City Council and is committed to an SLA to support the school in managing the policy effectively.

This policy is a supplement to, and not a substitution of the City of Sunderland's Corporate Health & Safety Policy and the Health & Safety Policy of the Children's Service's Department (Sunderland LA).

The purpose of this policy is to indicate the organisation and management arrangements for applying these policies at a local level within Willow Wood Primary School.

This policy will be reviewed by the Headteacher and the Governing Body in the Autumn term following the start of the new academic year each September.

Each member of staff will be issued with a copy when joining the staff of the school as part of the Induction process. The policy will be available to all staff at all times via the school network.

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### **Roles and Responsibilities:**

It is recognised that ultimately the Governing Body and Headteacher are responsible. However, roles and responsibilities have been designated to various staff;

**Premises Manager:** Lindsay Robertson

**Site Manager:** Vincent Graham

**Samo:** Vincent Graham

**Legionella:** Vincent Graham

**VSE assessor:** LA

**Senior First Aider:** Emma Baxter [HLTA] – additional role ordering of materials

**First Aiders:** Emma Baxter, Coleen Anderson, Janine Wharton, Meagan Phillips

**Medication:** Emma Baxter and Coleen Anderson

## **PART I - GENERAL STATEMENT**

1. The Governing Body and Headteacher recognise and accept their respective responsibilities under the Health & Safety at Work etc. Act 1974 and, as an employer, is committed to providing a safe and healthy workplace for all its employees.
2. The Governing Body, Headteacher and all staff will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
  - a. Plant, equipment and systems of work, that are safe;
  - b. Safe arrangements for the use, handling, storage and transport of articles and substances;
  - c. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health & safety at work;
  - d. A safe place of work and access to it;
  - e. A healthy working environment and adequate welfare facilities.
3. Although it is the duty of the Governing Body and Headteacher to ensure the health, safety and welfare of all persons, all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & Safety Policy and are familiar with its contents.
4. Children's Service's Health & Safety Co-ordinator provides competent technical advice on health and safety matters, where necessary to assist such employees in their task.
5. No safety policy is likely to be successful unless it actively involves work people themselves. Where consultative forums are already established in the school, the constitutions of the relevant committees will be extended so as to include health and safety at work specifically within their terms of reference. These terms of reference will be recorded and reviewed on an annual basis.

Staff will co-operate fully in the appointment of representatives by recognised trade unions and, where necessary, will provide them with sufficient facilities and training to carry out this task. Where health and safety is a more significant feature in the operation of a particular department, the headteacher will establish departmental safety committees, as appropriate.

## **PART 2 - ORGANISATION & MANAGEMENT ARRANGEMENTS**

### The Governing Body will:

- Ensure that health and safety arrangements are adequately resourced and competent advice is available and accessed when required.
- Make themselves aware of Children's Service's Health & Safety Policy and ensure that copies are maintained and accessible in school.
- Ensure that there is an effective policy for health and safety within school and that a copy has been issued to all members of staff.
- At least annually, or more frequently when necessary, monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from the LA where necessary.
- Ensure that the headteacher and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by;
  - Developing generic risk assessments provided by the LA.
  - Taking account of reports from monitoring provided by the LA
  - Reviewing the application of this policy from time to time and at last annually
- Ensure that health and safety functions of all staff are clearly described within job descriptions.
- Support the headteacher by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by; involving staff with risk assessment, investigating accidents, communicating via staff meetings, notice boards, circulation of minutes, liaison with union reps, safety inspections and appropriate training.
- Advise the LA of and obtain advice on the control of any significant health and safety risks which exist and which the Governors cannot remedy due to insufficient finance.
- Ensure, through the LA that all liability is covered by adequate insurance.
- Ensure school staff, pupils and parents are involved in decisions that affect their health and safety.

### The Headteacher will:

- Within their level of responsibility and with the resources available to them, have responsibility for discharging the LA's duties in relation to the management of health and safety in School on a day-to- day basis.
- Ensure that a written copy of the School's Health & Safety Policy is prepared for approval by the Governing Body and issued to each member of staff in the School.

- Have day-to-day responsibility on behalf of the Governing Body to ensure that this Policy is understood, implemented and complied with at all times and at all levels.
- Take a direct interest in the Policy and support the Governing Body with any monitoring and review.
- Arrange with officers of Children's Services for any safety induction or subsequent training found to be necessary.
- Co-operate fully in the training of Safety Representatives and arrange consultation procedures as appropriate.
- Familiarise themselves with Children's Service's Health & Safety Policy and ensure that where relevant, the arrangements for the management of areas of health and safety in school are formalised in Part 3 of the School's Policy, i.e. Risk Assessment, Accident reporting, First Aid, Fire/Evacuation, Control of Contractors, Management of Asbestos etc.
- Ensure, where reasonably practicable that only safe working practices are used, in order to provide maximum safety for all personnel under their charge.
- Liaise with the Safety Representative on the Governing Body, concerning health and safety matters and welfare at work and advise the headteacher accordingly.
- Maintain good housekeeping standards in their school at all times.

### (Section 3) All Employees

Will:

- Ensure, where reasonably practicable that only safe working practices are used by them and persons who are under their charge.
- Ensure that any health and safety problem, which cannot be resolved, is raised quickly with the Headteacher.
- Make themselves familiar with the Safety Policy (including risk assessments) of the School and that of their respective department including any safety rules and codes of practice that have been established.
- At all times, make full use of appropriate safety equipment and protective clothing and make full use of appropriate safety devices.
- Report any accidents, unsafe working practices or systems of work, which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment to the Headteacher.
- Take reasonable care of the safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work.
- Co-operate with the School's management so as to enable it to carry out its own responsibilities.

- Not intentionally or recklessly interfere with or misuse anything provided' in the interests of health and safety or welfare by the LA and/or the School.

### Safety Representatives

Where trade union representatives request to appoint a member of staff as a Union Safety Representative, the school will afford them this facility in accordance with the Safety Representative and Safety Committees Regulations 1977 . Also, non-union representatives are entitled to be represented under the Health &

Safety (Consultation with Employees) Regulations 1996.

The Headteacher will:

- Ensure that the management and employees of the School co-operate effectively in promoting and developing measures for health, safety and welfare at work, in consultation with appointed representatives and afford them sufficient paid leave of absence for the purpose of fulfilling their duties.
- Identify Union Safety Representatives on the HSE Health & Safety Law Poster, displayed in the school and below.

Appointed Union Safety Representatives

### Legal Framework

The following is a brief guide to the legislation for the benefit of all staff at the School

- Health and safety legislation is enforced by the Health & Safety Executive, in accordance with the requirements of the Health & Safety at Work Act etc. 1974 and other relevant legislation.
- Under this criminal law, the Governing Body is ultimately responsible for health and safety in the School. Sunderland Local Authority has provided all schools with a framework for health and safety management as part of the SLA and the Academy should work within this to ensure compliance with health and safety. It includes the development and maintenance of policies, and the provision of guidance, on the management of foreseeable risks to health and safety in schools including those associated with building maintenance. This management system is clearly set out, in Children's Service's Health & Safety Policy.
- The LA will monitor standards of health and safety in schools, in particular ensuring adequate risk assessments are developed in accordance with generic guidance. The LA also remains responsible for reporting accidents and ill health resulting from the work activity in schools as part of the SLA which the school have engaged in.
- Headteacher and school staff should implement policies and procedures described in Children's Service's Health & Safety Policy.
- They are also advised to co-operate with the LA's monitoring procedures and report any matters that may jeopardise their ability to comply with health and safety legislation.

Essentially, how these Policies are applied in your school are described in this document the School Health & Safety Policy.

- Section 7 of the Act 1974 places a duty on all employees of the School to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons.
- You are also required to co-operate as far as is necessary so that the Governing Body can comply with any duties or requirements placed on them by any of the relevant statutory provisions
- A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction at a magistrates' court of a fine up to £20,000 for each breach of Sections 2-6 of the HASAWA, in Crown Court the fines are unlimited.

#### HM Inspectors of Health & Safety

- Inspectors may enter school premises at any time, without notice, but in practice they would usually notify Children's Service's Health & Safety Co-ordinator of a proposed visit to a school.
- Section 21 of the Act empowers a duly appointed Inspector under the Act to serve any person an

Improvement Notice stating that he/she is contravening the Act of one or more of the statutory provisions and requiring the person to remedy the contravention within a specific time limit.

- Section 22 of the Act empowers an Inspector to issue a Prohibition Notice upon any person in control of activities, which constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced.
- The Headteacher will advise the Diocesan Authority, Chair of Governors and Children's Service's Health & Safety Co-ordinator immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Headteacher, who will, immediately, inform the Director of Children's Service's and the Chair of the Governing Body.

### **PART 3 - PROCEDURAL ARRANGEMENTS**

#### **1. The Management of Health & Safety in Willow Wood Primary School**

The Headteacher and staff recognise that like any work activity health and safety has to be managed proactively in school. The ultimate aim is to reduce the incidence of work related

accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

Apart from the moral and legal duties, failure to do so, results in civil claims costs for accidents and ill health against the school.

All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Health and Safety is a standard item on regular staff meetings and this contributes to open discussion about issues in School. Liaison is achieved with the Governors by making minutes of meetings available. A staff Governor represents the staff on the Finance and Premises committee.

Advice on the technical aspects of health and safety and training is available from Children's Services Health & Safety Co-ordinator, Anthony Laing at Civic Centre Sunderland. SR27DN

## **2. Risk Assessments**

The School has followed the LA's guidance in Education & Community Service's Health & Safety Policy and developed generic risk assessments so that they are specific to the School. These are attached as an

Annex to this Health & Safety Policy so that all staff know how to ensure their health and safety and that of others. Any queries should be raised with the headteacher.

## **3. Workplace Requirements**

For guidance on areas such as temperature, space, toilet facilities, lighting etc staff should consult Section 3.4 of Children's Service's Health & Safety Policy.

## **4. Control & Management of Contractors & Reporting Repairs**

Only contractors approved by the Council will be used to carry out maintenance and construction work in school on large-scale projects. If a contractor is employed directly (not through Property Services) the Headteacher is responsible for seeking approval from the council and liaising with the Contractor regarding on site risk assessment. Support is available from the Health & Safety Unit.

Staff are responsible for reporting any outstanding repairs to the Headteacher or Site Manager. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis.

## **5. Management of Asbestos in School**

The school was built in 1968 and therefore there are materials containing asbestos would have been used. There is an asbestos register on site and the site manager and headteacher have completed any necessary training. Annual asbestos register checks are undertaken by the LA and the register updated. The site manager is responsible for completing monthly asbestos checks to ensure the standard of any asbestos containing materials on site is maintained or is checked periodically.

## **6. Violence & Aggression: Reporting Procedures**

The school is committed to reducing the incidence of verbal and physical abuse towards staff in school. Consequently, the school has adopted the LA's definition of violence at work; "any incident where a member of staff is abused, threatened or assaulted in circumstances relating to their work".

Staff must report these incidents using the Violence at Work report forms held in the School office. The Headteacher will discuss the incident and any follow up action and support required from the LA with the member of staff.

## **7. Accident Reporting**

All accidents to employees, visitors and pupils must be reported on the Council's Incident Report Form IR1. The forms are held on-line and are sent to Education & Community Service's Health & Safety Unit: Anthony Liang. A print out is taken for the School file. Those accidents which are "reportable" see guidance in IRI book must also be telephoned immediately to Children's Service's Health & Safety Unit: 0191-5531589. Accidents to employees must also be recorded in the Incident Book Bi 510.

## **8. First Aid Arrangements**

There are several first aiders in school. Copies of their certificates are displayed in school. Most first aid equipment is held in the medical room but all lunchtime staff carry bum bags for essential first aid during the lunchtime period. Staff must observe the procedures in place.

## **9. Provision & Use of Work Equipment**

All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people. Our risk assessment has shown that only work equipment, which presents a significant risk, is the use of ladders by the Site Manager who has received appropriate information, instruction and training in the use of ladders.

## **10. Display Screen Equipment**

All staff have been assessed for use of DSE and have completed relevant on-line training. They have been given information about the risks associated with DSE use and understand how to control these risks. Posters are available around the school. [DSE assessor LA]

## **11. Personal Protective Equipment**

The Headteacher will arrange for the School to purchase PPE for any employee, if it is determined necessary as a result of risk assessment, to ensure the health and safety of that person. It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

## **12. Manual Handling**

All manual handling tasks are eliminated or the risk to those involved reduced as far as is reasonably practicable by changing the work organisation (e.g. storage arrangements), use of mechanical aids etc.

The Caretaker carries out the majority of manual handling and has received specific health and safety training in this respect.

### **13.Moving & Assisting People (where appropriate)**

The school has 0 children with special needs where moving and assisting people is necessary. Any staff who may have occasion to lift those children will be provided with appropriate training by Education & Community Services.

### **14.Fire Precautions**

All staff have been trained in fire safety and are fire wardens. Staff must ensure that fire escape routes and final exit doors are kept clear at all times.

Art work must not cover emergency signage or fire alarm call points.

Fire drills are carried out each half- term and a different exit is blocked on each occasion. Staff need to make time to familiarise themselves with evacuation routes and notices.

The fire alarm system is tested each week.

An inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with an SLA.

A record of risk assessment, tests and procedures is held in the school office.

### **15. Control of Substances Hazardous to Health**

Only the Site Development Officer and assistant caretaker use chemicals and substances classified under the COSHH Regulations. The Site manager has been provided with specific COSHH Risk Assessments and training so that he knows how to control risks to his health.

### **16.Electricity at Work**

The mains electrical system is tested periodically, through a contract secured by the school.

Portable electrical equipment is logged on an inventory and subject to annual examination and test.

Staff or visitors must not bring electrical equipment from home for use at work unless it has been subject to satisfactory examination and test.

### **17.Prevention & Control of Legionellosis**

As part of a Service Level Agreement, the Council's Property Services Section carry out an annual risk assessment to determine what cleaning and disinfection is required to the water system in school. That treatment is carried out by an approved contractor. The copy certificate is held in the school office.

### **18.Boiler & Electrical Room Safety & Maintenance of Heating Plant**

As part of a Service Level Agreement, an annual risk assessment is carried out to determine what servicing and maintenance is required to the heating plant. Copies of service records are held in the school office.

Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times.

### **19. Playground Safety**

All staff are responsible for the safety of children in the playground. There is always supervision by several staff with a first aider on duty. No child may leave the premises to retrieve balls etc,. Any person on the outer perimeter fence should be questioned by staff and anyone who has concerns must immediately report this to the Headteacher.

Children sometimes play too boisterously or roughly and this should be channelled into games or other activities. Children must be supervised on the climbing equipment at all times. A staff member is in place to ensure safe use and equality of access. The quality of the surface is regularly reviewed by the site manager; however, staff should report damage or tripping hazards immediately to the Site manager or Headteacher.

### **20. Vehicle Movement on School Premises**

Only staff and visitors are allowed to park in the staff carpark. Staff must park in allocated bays. Staff should be careful to observe lorries or delivery vans at all times. If staff notice any vehicle causing obstruction – particularly on the paths, they must report this immediately to the Site Manager.

### **21. Visits to Farms**

Information about visits to farms is contained in the Children's Service's Health & Safety Policy.

### **22. Outdoor Education Guidelines & School Trips**

The Department's Health & Safety Co-ordinator and staff at Derwent Hill Centre have prepared a comprehensive set of guidelines. These are set out in the Education & Community Service's Health & Safety Policy. The school has an appointed Educational Visit Co-ordinator – Emma Armstrong.

School trips must be authorised by the Headteacher and are subject to formal risk assessment, parental consent and insurance arrangements.

The school administration team will make transport arrangements with an approved coach company.

Details and information must be discussed with the headteacher so that appropriate risk assessment can be made and authorisation given for the visit.

### **23. Arrangements for New Staff**

All new staff are issued with and given a brief introduction to this policy by the Headteacher. Any queries should be directed in the first instance to the Headteacher.

#### **24.Further Technical Information & Advice**

More detailed information on all of these arrangements is contained in the Children's Service's Health & Safety Policy, a copy of which is held in the school office. A separate copy for use by Governors and Teaching Staff is held in the Staffroom.

If technical advice is required then any member of staff can contact:

Anthony Laing – Health and Safety [Sunderland Council]  
Ashlea Harman – Health and Safety [Sunderland Council]