



THOMAS JOHNSON LOWER SCHOOL

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Head Teacher: Mrs M Haimes

Health and Safety Policy

Responsibility	All staff and the Governing Body
Approved by Full Governing Body	October 2019
Review Date	October 2020
Storage: (i) Electronic (ii) Hard Copy	(i) School website (ii) School office and staff room

Statement of Intent

Thomas Johnson Lower School and its board of governors are committed to good health and safety management in order to maintain the safety of employees, contractors, pupils, the general public and anyone else affected by the activities of the school. We believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Preventing accidents and work-related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Consulting with employees on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The Governing Body has the responsibility to ensure that:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Identified persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually.

The Headteacher supports the Governing Body by ensuring that:

- This Policy is communicated adequately to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Making provision for the inspection and maintenance of work equipment throughout the school.
- Emergency evacuation procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- A report to the Governing Body on the health and safety performance of the school is provided at each Full Governing Body meeting.

Marian Haimes

Stan Collins/Miles Tawell

Susan Kirby

School Health and Safety Co-Ordinator

Health and Safety Governors

Health and Safety Advisor

The Health and Safety Co-ordinator, working with the Headteacher, is responsible for:

- Advising the Health and Safety Governor of situations or activities, which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- Unsafe conditions being reported and dealt with to agreed timescales.

Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

This includes all staff teaching and otherwise. They must:

- Apply the school's Health and Safety Policy to their own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher any problems for which they cannot achieve a satisfactory solution with the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately.

Special Obligations of Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils.
- To know the procedures in respect of fire, first aid and other emergencies and to carry them out as required.
- Follow the health and safety procedures applicable to their area of work.
- Give clear health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to the Headteacher regarding protective equipment and any additions or improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to the Headteacher.

School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. **However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.**

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

Obligations of All Employees

- Act with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with current procedure.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the Headteacher.

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Procedures and Arrangements

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 and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported.
(See *CBC Health & Safety Guidance document 012 - Accidents, Incidents and Near Misses for who should be notified, how reported to LA, recording of details and who undertakes investigation*).

Asbestos

The Headteacher is responsible for the CBC Asbestos Log Book (Frontline), location of the manual arrangements to ensure contractors have sight of and complete the log book, prior to starting any work on the premises, instructions to staff not to drill or affix anything to walls, ceilings etc, without first obtaining approval from the Headteacher.

Audit

The Governor Responsible for Health and Safety will complete a Health and Safety report for the Governing Body which is discussed at termly meetings. As appropriate, the Headteacher will seek the advice and guidance from the LA Health and Safety Officer.

Behaviour Management/Bullying

Intimidatory or bullying behaviour of any sort will not be tolerated. All concerns should be reported immediately to the Headteacher or the Chair of the Governing Body as appropriate.

Caretaking and Cleaning

Please refer to CBC Manual for Site Agents and Caretakers for further guidance.

Contractors

Please refer to CBC Health & Safety Guidance document 022A - Guidance for Contractors. This provides guidance on how contractors are selected, arrangements for induction of contractors to exchange health and safety information and agree safe working practices, risk assessments, frequency of liaison meetings, the name of the person responsible for monitoring contractors working methods, how staff should report concerns and who to and liaising with contract supervisors.

Curriculum Safety (including out of school learning activities)

A risk assessment will be completed for all Educational Visits and off site schoolwork activities. Other risk assessments will be completed for different school activities as deemed appropriate by the subject co-ordinator and/or Headteacher. Consideration will be given to staff qualification requirements to teach certain extra curricular or sporting activities – Please refer to CBC Health & Safety Guidance document 029 - Physical Education and Good Practice, Association for Physical Education – www.afPE.org.uk, CLEAPSS, DfE.

Display Screen Equipment

Please refer to CBC Health & Safety Guidance document 013 - Display Screen Equipment, work station risk assessments, arrangements for eyesight testing, how to report health concerns and to whom, advice on maximum time to be spent on VDU without break.

Educational Visits and Journeys

The school EV Co-ordinator is **Zoe Daniel**. The Headteacher must approve all educational visits. A Risk Assessment will be completed prior to the visit taking place and ideally a pre-visit will also occur. For advice and guidance on Residential or Visits abroad please refer to the EV co-ordinator.

Electrical Equipment (fixed and portable)

Portable Appliance Testing and inspection of all portable electrical equipment will be completed annually by a competent person. Records of inspection and testing will be maintained and kept in the school office. The bringing into school of personal electrical items must be approved by the Headteacher.

Fire Precautions and Emergency Procedures

The Headteacher is responsible for FPE Procedures and will make all necessary arrangements for:

- undertaking and reviewing the fire risk assessment,
- the emergency evacuation plan,
- ensuring the testing of the fire alarm, emergency lighting, fire drill procedure and frequency,
- staff with special responsibilities e.g. fire marshal, assembly points, maintenance of fire exit/escape routes, maintenance of fire extinguishers,
- staff training,
- reporting faults and hazards

For further guidance please refer to CBC Health & Safety Guidance document 010 - Fire Safety Guidance

First Aid

The majority of staff within the school have First Aid training, with the Office Manager being the Lead First Aider. The Early Years Unit has 2 staff members trained in paediatric first aid. The school will maintain 2 fully stocked medical cupboards/boxes which are located in the school office and the Early Years Unit. In addition, Midday Supervisors have access to a fully stocked first aid box in the corridor leading to the playground. The school will issue 'Bumped Head' notes to parents for all head injuries and parents will also be informed of any other injury causing concern.

Any injury resulting in a more serious concern will require an ambulance to be called.

For further guidance please refer to CBC Health & Safety Guidance document 014 - First Aid Guidance

Grounds Maintenance

The school uses Contractors to maintain the Grounds. Contractors will adhere to all Health and Safety practices and will follow recommended guidance in all aspects.

Hazardous Substances

See CBC Site Agents Manual for selection and use of substances, hazard data sheets, risk assessments, staff training in use, selection and use of protective equipment, storage arrangements. In Science and Design and Technology CLEAPSS guidance will be applicable.

Inclusion

Appropriate planning and assessment for SEND pupils will be made by class teachers in consultation with the SENDCo and the child's parents. Staff will make reasonable adjustments in respect of access under DDA. Staff will be suitably informed and trained to be able to support include pupils safely and effectively.

Lettings/shared use of premises/use of Premises Outside School Hours

Please refer to the school Lettings Policy.

Lone Working

Wherever possible, Lone Working should be avoided. When working alone staff should

- Inform others that they are doing so and what time they will return home
- Avoid taking unnecessary risks
- Ensure that the school site is secure before departing

Wherever possible, staff should arrange to be accompanied when in school.

Managing Medicines & Drugs

Specific training and retraining requirements will be completed as appropriate. The storage and disposal arrangements, parental requests for medicine administration and record keeping, will be included in the school prospectus.

Please refer to CBC Health & Safety Guidance – Managing Medicines in Schools and Early Years Settings.

Maintenance and Inspection of Equipment

The Headteacher will be responsible for making the arrangements for the periodic inspection, examination and testing of plant and equipment. Approved Local Authority contractors will complete these checks. Please refer to CBC Health and Safety Guidance.

Manual Handling and Lifting

Arrangements for identifying all activities involving lifting and handling risk will be identified by the Headteacher. Assessments will be made to identify precautions to minimise manual handling tasks. Staff will be trained as appropriate in manual handling.

For further guidance please refer to CBC Health & Safety Guidance document 016 - Manual Handling Guidance.

Outdoor Play Equipment and PE Equipment

The Headteacher and Office Manager are responsible for making the arrangements for the periodic inspection, examination and testing of plant and equipment. Approved contractors will complete these checks. Visual checks are carried out by staff on duty and any findings are reported to the Office Manager or the Headteacher.

Risk Assessments

The Headteacher is responsible for ensuring risk assessments are undertaken. These will be delegated to appropriate members of staff. Risk assessments will be reviewed as appropriate and in line with current guidance.

School Transport

Staff will not be asked to transport pupils in their own vehicles.

The school will only hire suitable coach companies and approved coach companies. Pupils will be required to wear a seat belt whilst being transported. If staff have concerns about the roadworthiness of the vehicle this must be reported immediately to the driver and the Headteacher.

Security and Violence

The school will not tolerate any acts of intimidation or violence directed towards its staff. Such acts will be reported to the Headteacher and the appropriate authority immediately.

Site Maintenance

The Headteacher is responsible for making the necessary arrangements for all routine maintenance issues. Contractors will adhere to all recommended Health and Safety Guidance. Reputable contractors are used to carry out maintenance requirements.

Please refer to CBC Manual for Site Agents and Caretakers for further guidance.

Smoking

Smoking is not permitted anywhere on the school site.

Staff Training & Development

An appointed induction mentor will brief all new staff about health and safety arrangements.

Stress

For further guidance please refer to CBC Personnel Handbook, Chapter 3.17 Stress Management

Visitors, Trainee Teachers and Work Experience Students

All visitors to the school will be made aware of their responsibility for their own and others safety and welfare. All visitors will be asked to sign in and out, will wear an identification badge and will participate in any practices or drills. Trainees and Work Experience Students will be allotted a mentor who will take responsibility for them during their time at the school.

Working at Height

Staff should avoid working at height if at all possible. When displaying children's work staff should use the appropriate 'steps' for the task. Staff should not use ladders unless they have been appropriately trained to do so.

For more specific guidance please refer to CBC Health & Safety Guidance document 024 - Working at Height.

Food Hygiene

The school's Catering Company are inspected annually and have been rated as achieving a Level 5 Standard of Hygiene. Children are taught basic food hygiene when cooking, and wash their hands before lunch and after taking part in any activity which requires handwashing (e.g. gardening). Soap and hand sterilizer gels are placed in every classroom, in addition to soap placed in the toilets. Incidents of sickness and diarrhoea require 48 hours absence from school.

Where references to 'CBC' are made, please find this information on the Central Bedfordshire website on their 'Schools Portal'.