

# GRINDON INFANT SCHOOL



## Health and Safety Policy

## **Introduction**

- This document outlines the organisation and management arrangements for Health and Safety at Grindon Infant School. It also details procedural arrangements. It is a supplement to and not a substitution of the City of Sunderland's Corporate Health and Safety Policy.

## **Contents**

- Part 1. General Statement
- Part 2. Organisation and Management Arrangements
- Part 3. Procedural Arrangements

## **Part 1**

### **General**

- The school recognises and accepts its responsibilities as an employer to provide a safe and healthy workplace for all and to promote health and safety in order to achieve improved standards and safe methods of work.
- It is the school's policy to take all steps within its power to prevent personal injury, health hazards and damage to property. It is also the school's responsibility as far as is reasonably practicable, to extend this protection from foreseeable risks to pupils, students and members of the general public.
- In conjunction with the City of Sunderland's Corporate Health and Safety Policy and in liaison with the appropriate safety representatives, the school will meet its responsibility, paying particular attention to the provision and maintenance of:
  1. Plant equipment and systems of work that are safe.
  2. Safe arrangements for the use, handling, storage and transport of articles and substances.
  3. Sufficient information; instructions; training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
  4. A safe place of work, with safe access and egress to it.
  5. A healthy working environment.
  6. Adequate welfare facilities.
  7. Protective clothing and equipment

Problems and hazards associated with the above must be brought to the attention of the Headteacher, School Governors and if necessary the City of Sunderland's Health and Safety Adviser who will provide appropriate advice.

The school reminds its employees of their general duties to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. They are also asked to co-operate with any person discharging any duty or requirement on behalf of the school which has been imposed on the school under any of the relevant statutory provisions as to Health and Safety, to enable that duty or requirement to be performed or complied with.

## Part 2

### Organisation and Management Arrangements

Section 1	The Governing Board
Section 2	The Head Teacher/Deputy Head Teacher
Section 3	All Employees
Section 4	Safety Representatives
Section 5	Legal framework

#### **(SECTION 1) THE GOVERNING BOARD**

Will:

- Make themselves aware of the City of Sunderland's Health and Safety Policy and ensure that copies are maintained and accessible in school.
- Ensure that there is an effective school policy for Health and Safety and that a copy has been issued to all members of staff.
- At least annually, or when necessary, monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from the LA where necessary.
- Undertake an annual inspection of the school premises (Premises Committee)
- Ensure that the Head Teacher and staff take steps to evaluate all significant risk to the Health and Safety of any person who may be affected by any work carried out on the premises by:
  1. Developing generic risk assessments provided by the LA.
  2. Taking account of reports from monitoring provided by the LA.
  3. Reviewing the application of this policy from time to time and at least annually
- 4. Ensure that Health and Safety functions of all staff are clearly described within their job description.
- 5. Support the Head Teacher by promoting a culture in which all staff are made aware of the importance of managing Health and Safety risks.
- 6. This is achieved by: involving staff with the writing of risk assessments, investigating accidents, communicating via staff meeting, notice boards, circulation boards, circulation of minutes, and liaison with union representatives, safety inspections and appropriate training.
- 7. 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 or other resources.
- 8. Ensure, through the LA, that all liability is covered by adequate insurance.

## **(SECTION 2) THE HEAD TEACHER / DEPUTY HEAD TEACHER**

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 and Safety Policy is prepared for approval by the Governing Board and issued to each member of staff in the school.
- Have a day to day responsibility on behalf of the Governing Board 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 Board with any monitoring and review.
- Arrange with officers of Health and Safety 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.
- Ensure that where relevant, the arrangements for the management of areas of Health and Safety in school are formalised 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 Premises Committee of the Governing Board, concerning health and safety matters and welfare at work.
- Maintain good house keeping standards in their schools 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 by them is raised quickly with the Head Teacher.
- Make themselves familiar with the Health and Safety Policy (including risk assessments) of the School and that of their respective classrooms and curriculum areas 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 Head Teacher.
- Take reasonable care of the safety of himself/herself and of other persons who may be affected by his/her 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 interest of Health and Safety or welfare by the LA and/or the school.

#### **(SECTION 4) 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. Also, non union representatives are entitled to be represented under the Health & Safety Regulations.

The Head Teacher 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 Representative on the HSE Health and Safety Law Poster, displayed in staff corridor.

#### **(SECTION 5) LEGAL FRAMEWORK**

The following is an overview of how Health and Safety law applies to schools. Further detailed guidance can be found in the relevant Health and Safety Acts.

- Health and Safety legislation is enforced by the Health & Safety Executive, in accordance with the requirements of the Health and Safety at Work Act etc. and other relevant legislation.
- The Director of Education and Children's Services remains ultimately responsible for Health and Safety in schools. Within this framework, the LA must provide schools with the framework for Health and Safety management within which Head Teachers and Governors will work. This will include those associated with building maintenance. This is clearly set out in the Council's Health and 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 work activity in schools.
- The Head Teacher and school staff, as employees of the LA should implement policies and procedures described in the Council's Health and Safety Policy.
- They must also co-operate with the LA's monitoring procedures and report any matters that may jeopardise the LA's ability to comply with Health and Safety legislation.

- All employees of the school must take reasonable care to ensure that their acts or omissions at work do not adversely affect statutory provisions
- Staff are also required to co-operate as far as is necessary so that the Governing Board can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- A person who does not comply as necessary may be liable to prosecution by the HSE.

### **HM Inspectors of Health and Safety**

- Inspectors may enter school premises at any time, without notice, but in practice they would usually notify Children's Services of a proposed visit to a school.
- A duly appointed Inspector under the Act can 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.
- An Inspector can 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 reassessed and reduced.

The Head Teacher will inform Children's Services Health and Safety Co-ordinator immediately of any visit (announced or otherwise) by an Inspector from HSE.

Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must inform the Head Teacher immediately who will immediately inform the Chair of the Governing Body and the Director of People Services.

## PART 3 PROCEDURAL ARRANGEMENTS

The school recognises its obligations to identify arrangements designed to make its safety policy effective.

1. Risk assessments
2. Workplace requirements
3. Control and management of contractors and reporting repairs
4. Management of asbestos in school
5. Violence and aggression: reporting procedures
6. Accident reporting
7. First aid arrangements
8. Provision and use of work equipment
9. Display screen equipment
10. Personal protective equipment
11. Manual handling
12. Fire: precautions
13. Fire: evacuation
14. Control of substances hazardous to health
15. Electricity at Work
16. Prevention and Control of legionellosis
17. Boiler and electrical room safety and maintenance of heating plant
18. Lettings

19. Smoking
20. Safety and Science
21. Safety and Art/Design and Technology
22. Safety and P.E.
23. School Outings
24. Playground/ Parking Safety
25. Arrangements for new staff
26. Further advice
27. Risk Management

### **1. Risk assessments**

The school has followed the LA's guidance and developed risk assessments using the 5X5 matrix and are specific to the school. All staff have been involved, as appropriate, in the writing of the risk assessments. General and fire risk assessment action plans have been written as a result of the risk assessments undertaken. These are stored in the Head Teacher's office and are available for staff to consult, if they so wish. The risk assessments and associated action plans will be updated annually. The Premises Committee of the Governing Board will be informed of progress made against the action plans annually. The Premises Committee will undertake a Health and Safety tour of the school premises at least once annually and contribute to the risk assessment process, as and when necessary.

### **2. Workplace requirements**

For guidance on areas such as temperature, space, toilet facilities, lighting etc., staff should consult the Corporate Health and Safety Policy.

### **3. Control and management of contractors and reporting repairs**

Only contractors on the Council's approved Health and Safety List will be used to carry out maintenance and construction work in school. A copy of the approved list is in the corporate Health and Safety Policy. If a contractor is employed directly (not through Property Services) the Head Teacher is responsible for seeking approval from the LA and liaising with the contractor regarding on site risk assessment. Support is available from the Health and Safety Unit.

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

### **4. Management of asbestos in school**

An asbestos survey (inside and outside) of the building was carried out in August 2021. A copy of the asbestos register is held at the School Office and staff may consult it for further information. There is no material in such a condition that it presents a risk to health and the Site Supervisor monitors its condition on a termly basis.

Staff must not disturb asbestos containing materials in school and any staff concerns should be reported immediately to the Head Teacher who will contact Property Services. Any contractor or any person carrying out work in school must consult and work in accordance with the asbestos register. All contractors will be asked to sign the asbestos register before commencing work.

The Site Supervisor is the SAMO and the School Business Manager is the Deputy SAMO.

## **5. Violence and aggression: reporting procedures**

The LA is committed to reducing the incidence of verbal and physical abuse towards staff in schools. The school has adopted the Council's Violence at Work – Code of Practice. Staff must report any incidents of violence or aggression using the Violence at Work (IR1) report online forms and Council procedures will be followed.

## **6. Accident reporting**

All Accidents/Incidents which need to be recorded and forwarded to the Health and Safety Team must be reported on an IR1 online form using the following link:

<https://www.sunderland.gov.uk/article/14078>

Password = Safety

An internal accident record procedure is completed each time a minor accident to a pupil occurs. If the pupil is taken direct to hospital an IR1 Form needs to be completed and Health & Safety need to be informed.

## **7. First Aid arrangements**

The Majority of staff working with children are trained in Emergency Paediatric First Aid. There are three named First Aiders(Trained in Paediatric First Aid and First Aid At Work) – Mrs Summers, Mrs Price and Miss Alvey. All pupil accidents which are not recorded on form IR1 are recorded in the School Accident Book using the accident record sheets. The school accident book is held in the First Aid room. Parents are informed immediately of accidents or bumps to the head or other injuries which the first aiders deem necessary. The child's Class Teacher will inform parents of all other injuries at the end of the school day.

Medication is administered to pupils by the first aiders only after parents have given written consent and instructions. Consent forms are filed in the administration of medication file. Medicine is only administered if a doctor prescribes it to be taken four times per day. Over the counter medicine is not administered by staff. A log is maintained of all medicine which is given to children, the dosage and the time that it is administered.

In the event of particular medical circumstances e.g. diabetes; first aiders and staff will liaise with specialist medical staff and LA specialist support staff in order to care for the child and put care plans into place as well as supporting parents.

All medicine is kept in a locked cupboard in the First Aid room or, if necessary, in the locked fridge. Children do not have unsupervised access to medicine.

## **8. Provision and 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. All staff have received appropriate training and instruction in the use of ladders and working at height.

## **9. Display screen equipment**

All staff who regularly use display screen equipment are asked to complete on line a RISQUA. The RISQUAs will be completed on an annual basis.

Eyesight tests are co-ordinated with the occupational health unit.

## **10. Personal protective equipment**



School will purchase PPE for any employee, if it is determined necessary as a result of a 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.

### **11. 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) and the use of mechanical aids etc. The Site Supervisor carries out the majority of manual handling but all staff receive Health and Safety training in this respect.

### **12. Fire: precautions**

Staff must ensure that fire escape routes and fire exit doors are kept clear at all times. Art work must not cover emergency signage, fire alarm call points or glass panels in doors.

Emergency lighting is installed in the main school building and the Nursery.

A fire drill is carried out each term.

The fire alarm is tested every week by the Site Supervisor.

The Head Teacher, Deputy Head Teacher, Site Supervisor and School Business Manager are Fire Wardens.

A quarterly inspection and maintenance of the fire alarm system is carried out in accordance with an SLA with Property Services.

### **13. Fire: evacuation**

Evacuation routes, notices and procedures are displayed in each classroom beside the fire exit.

The fire alarm in the main school building is linked to the Nursery and so both buildings are alerted when the fire alarm sounds.

The School Business Manager alongside the Site Supervisor maintains a log book of all fire precaution checks.

### **14. Control of substances hazardous to health**

Chemicals and substances classified under the COSHH Regulations are securely stored. The School Business Manager and Site Supervisor have been given specific COSHH risk assessments and training. A copy of COSHH risk assessments and material data sheets are stored online in the School Office by the School Business Manager and the Site Supervisor's Cleaning Cupboard.

### **15. Electricity at Work**

The mains electrical system is tested every 5 years in accordance with an SLA provided through Property Services.

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

PAT testing is undertaken on an annual basis.

## **16. Prevention and control of legionellosis**

The Site Supervisor carries out weekly little water use checks and an approved contractor (SMS Environmental) carries out monthly temperature checks.

## **17. Boiler and electrical room safety and maintenance of heating plant**

The council's Property Services section carry out an annual risk assessment to determine what servicing and maintenance is required to the heating plant.

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.

## **18. Lettings**

The School is not let out.

## **19. Smoking**

The school premises are a no smoking area in accordance with the Council's no smoking policy.

## **20. Safety and Science**

Aspects of safety relevant to science are an integral part of the science curriculum.

Guidance is available in the school science policy. Also available for reference is a booklet entitled, "Be Safe" (A.S.E.) available in the science store in the hall.

## **21. Safety and Design/Technology**

Rules and safety required for using the technology equipment are an integral part of the technology curriculum.

Children are taught how to safely use all available equipment which will be restricted where appropriate for safety reasons.

Children will be supervised when using technology equipment and, where appropriate, given support to ensure that safety regulations are complied with.

Further guidance is given in the school Design & Technology Policy.

For reference see "Safe working practices in Design & Technology Activity" and "Make it Safe", available in the teachers' resource area.

## **22. Safety and P.E.**

Information on all aspects of safety regarding P.E. is included in the P.E. Policy.

## **23. Educational Visits**

The supervision of children out of school is dealt within the appropriate section of the Council's Terms and Conditions document and the booklet "Venture Safely". The school's educational visit policy should also be read in conjunction with this.

School has a named Educational Visits Co-ordinator (EVC): Mrs A Charlton – Head Teacher. Mrs L Dugdale- Deputy Head Teacher is also trained as an Educational Visits Coordinator.

The minimum level of supervision should be one adult for every six children. However some activities present greater hazards and after undertaking a risk assessment it may be deemed necessary to have a lower child: adult ratio. Adults who are not Teachers must not be placed in sole charge of a party or a group. Before an EV takes place, the Head Teacher should be

given an appropriate risk assessment, completed using Evolve, one week before the proposed date of the activity for approval. Further guidance is given in the Educational Visits Policy.

Parents are sent letters, detailing arrangements for the proposed visit and asked to give their consent by signing and returning the reply slip. A child will not leave the school premises unless their parents' permission is given.

A first aid kit is taken on all visits and there will be a named first aider in the party. The party leader will also carry contact forms with emergency contact numbers and a copy of the summary of the school EV insurance policy.

In the event of an emergency, the visit leader will contact the Head Teacher or Deputy Head Teacher and the child's parents as soon as possible.

#### **24. Playground /Parking Safety**

Staff and visitors are asked to enter the school car park with care to ensure that no children are in the area i.e. entering the school late or for the breakfast club. A speed restriction of 5 mph is in force.

No deliveries are made between the times of 8.30 am – 9.30 am and 3 pm – 3.45 pm.

The gate at the pedestrian entrance to the school is locked by the Site Supervisor as soon as all children are on the premises but no later than 9.00 am and reopened at 3.10 pm. [This gate is also opened by Two Year Old provision Staff at 12:30pm and closed at 12:40pm; this is to allow the children to enter the Two Year Old provision at the start of their session.](#)

Access to the Nursery is given when:

- the gate is also opened at 11.25am and locked at 11.35am
- the gate is opened at 12.10pm and locked at 12.20pm

#### **25. Arrangements for new staff**

The Head Teacher will issue and give a brief introduction to this policy to all new staff. Any queries should be directed in the first instance to the Head Teacher.

#### **26. Further advice**

Further advice can be found in the City of Sunderland's Corporate Health and Safety Policy. A hard copy of the Council's policy is stored in the school office and it can also be found on the Internet.

#### **27. Risk Management**

The school has adopted the City of Sunderland's Risk Management for Schools.

The principal aim of our policy is to manage the risks that are significant to the achievement of the school's objectives.

Risk Management Implementation Strategy

- Discussion
- Identification and Prioritisation
- Action Plan
- Monitor and Report

A risk management review will be carried out annually and a report given to the Governing Board.



# HEALTH & SAFETY POLICY

<b>Author's Name</b>	Grindon Infant School
<b>Review Date</b>	February 2024

<b>Date Ratified by Governing Board</b>	February 2023
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***SIGNATURES:***

<b>Head Teacher</b>	
<b>Chair of Governors</b>	