

## Richard Avenue Primary School

### Health and Safety Policy

**Date policy reviewed:** November 2018 (Annual) Version 2  
**Person in charge:** Karen Todd

#### Introduction

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

In recognition of this the Governing Body of Richard Avenue Primary School has recommended that they adopt the principles set out in Sunderland Council's Health & Safety Policies.

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 Richard Avenue Primary School

This policy will be reviewed by the Head Teacher and the Governing Body in November following the start of the new academic year in September.

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

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- Part 1 General Statement
- Part 2 Organisation & Management Arrangements
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#### Roles and Responsibilities:

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

**Premises Manager:** Buisness Manager

**Site Supervisor:** John Taylor

**Samo:** John Taylor – Site Development Officer

**DSE assessor:** Buisness Manager

**Senior First Aider:** Claire Murray – additional role ordering of materials

**First Aiders:** Emma Stephenson, Claire Murray, , Simon Spoons,

**Medication:** Emma Stephenson

## **PART 1 - GENERAL STATEMENT**

1. The Governing Body and Head Teacher 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, Head Teacher 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 Head Teacher to ensure the health, safety and welfare of all persons, nevertheless all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & Safety Policy, at all times.
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 Primary 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 and enable representation, if required, from the Nursery School. 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 Head Teacher will establish departmental safety committees, as appropriate.

Karen Todd - Head Teacher

Rebecca Evans – Chair of Governors

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

Section 1	The Governing Body
Section 2	The Head Teacher/Deputy Head Teacher
Section 3	All Employees
Section 4	Safety Representatives
Section 5	Legal Framework Improvement and Prohibition Notices

### (Section 1) The Governing Body

Will:

- Make themselves aware of Children's Service's Health & Safety Policy and ensure that a copies are maintained and accessible in school.
- Ensure that there is an effective policy for health and safety within school (This School Health & Safety Policy) 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.
- Ensure that the Head Teacher 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 Head Teacher 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.

### (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 & 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, Lockdown Procedures, 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 Head Teacher 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 Head Teacher.
- 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 Head Teacher / Deputy Head Teacher / Business Manager
- 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.

(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 in accordance with the Safety Committees & Safety Representatives Regulations 1977. Also, non union representatives are entitled to be represented under the Health & Safety (Consultation with Employees) Regulations 1996.

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 Representatives on the HSE Health & Safety Law Poster, displayed in the school and below.

Appointed Union Safety Representatives

(Section 5) Legal Framework (Aided Sector Only)

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. 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.
- Head Teachers and school staff, as employees of the LA 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 (up to £5,000 for breaches of Regulations).

### 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 the 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 Head Teacher will advise the Diocesan Authority, Chairman 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 Head Teacher, 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 Richard Avenue Primary School
2. Risk Assessments
3. Workplace Requirements
4. Control & Management of Contractors & Reporting Repairs
5. Management of Asbestos (Where relevant)
6. Violence & Aggression: Reporting Procedures
7. Accident Reporting
8. First Aid Arrangements
9. Provision & Use of Work Equipment
10. Display Screen Equipment
11. Personal Protective Equipment
12. Manual Handling of Inanimate Objects

13. Moving & Assisting People
14. Fire: Precautions & Emergency Procedures
15. Control of Substances Hazardous to Health
16. Electricity at Work
17. Prevention & Control of Legionellosis
18. Boiler & Electrical Room Safety & Maintenance of Heating Plant
19. Playground Safety
20. Vehicle Movement on School Premises
21. Visits to Farms
22. Outdoor educational guidelines and school visits
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## **1. The Management of Health & Safety in Richard Avenue Primary School**

The Head Teacher 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 and the LA. The majority of these costs are not met by insurance, but from LA funds, which reduces financial resources available to all schools.

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.

Advice on the technical aspects of health and safety advice and training is available from Sunderland City Council Health and Safety (Schools):

Ashlea Harford & Anthony Laing (Senior Health & Safety Advisers),  
Corporate Services, Sunderland City Council,  
Civic Centre, Sunderland, SR2 7DN.  
Tel:0191 561 2385 & 07500 551 858

## **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 Head Teacher

## **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 Council can be used to carry out maintenance and construction work in school. A copy of the Approved List is in Section 3.5 of Children's Service's Health & 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 & Safety Unit.

Staff are responsible for reporting any outstanding repairs to the **Head Teacher or Business 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**

An Asbestos Survey was carried out on 7<sup>th</sup> February 2018 by Sandra Pugh. RAPs assessed as a Priority 4 Risk (Very Low)  
Site Supervisor carries out and submits an annual Asbestos Survey on his home every November.

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

The LA is committed to reducing the incidence of verbal and physical abuse towards staff in schools. 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".

A member of staff who has been the subject of violent/abusive behaviour or damage to personal property must report the incident to the Head Teacher as soon as is practicable. Staff must report all incidents of violence, even if they are of a minor nature. The Head Teacher should ensure the incident is recorded on the online Incident Reporting system on the Sunderland City Council website

All incidents must be investigated thoroughly by the Head Teacher. Incident investigations should be carried out as soon as possible after the event. The Health & Safety Team will conduct their own assessment once the Incident Report is received

The Head Teacher will discuss the incident and any follow up action and support required from the LA with the member of staff.

#### **7. Pupil Accident Reporting**

Pupil Accidents are recorded in the 'Accident Report Book'. A parent receives one copy and a duplicate copy is retained at school.

Pupil accidents / incidents that meet the threshold for IR1 reporting are submitted online via the Sunderland City Council website. We also liaise with the Health and Safety team to discuss particular incidents in relation to meeting the threshold criteria. The Health & Safety Team will conduct their own assessment once the Incident Report is received

#### **8. First Aid Arrangements**

There are several first aiders in school. Copies of their certificates are displayed in the school office. Claire Murray is responsible for the ordering resources. Most first aid equipment is held in the main office.

#### **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 SUPERVISOR who has received appropriate information, instruction and training in the use of ladders and mobile tower scaffold.

#### **10. Display Screen Equipment**

Staff members will undertake the online assessment in January '19. Any areas of concern will be raised with the Head Teacher. Business Manager is responsible for implementing the DSE assessments for current and new staff.

#### **11. Personal Protective Equipment**

The Head Teacher 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**

Manual handling of items other than normal office type stationery or files will be avoided where possible. Staff will undertake online Manual handling assessment in January '19. Any issues arising from this will be addressed with the Head Teacher Where possible, loads are split to reduce weights. Pregnant Staff / New Mothers should not attempt to lift heavy loads  
Identified staff will complete a Safe Manual Handling Competence Checklist

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

The school has 0 children with special needs where moving and assisting people maybe necessary. If we have any young people requiring physical handling, an Individual Assessment will be carried out and a Handling Plan drawn up for the individual concerned. Currently there are no Handling Plans in school. Staff would be trained in this plan should there be a child with need of a Handling Plan.

#### **14. Fire Precautions**

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 term and a different exit is blocked on each occasion. Please make time to familiarise yourself with evacuation routes and notices.  
A quarterly inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with an SLA with Children's Services.

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

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

Only the Site Manager 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 every 5 years in accordance with an SLA provided through Children's Services.

Portable electrical equipment is logged on an inventory and subject to periodic examination and test by city Contracting Services. PAT testing is carried out annually by AAT Appliances

Staff or visitors must not bring electrical equipment from home for use at work unless it has been subject to satisfactory examination and test and has the appropriate sticker to confirm it has passed the 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, the Council's Services Section carry out an annual risk assessment 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. 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 Head Teacher.

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 rota is in place for safe use and equality of access. The quality of the surface is checked annually, however, staff should report damage or tripping hazards immediately to the Head Teacher or Business Manager

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

Vehicular access into the school grounds is controlled by office staff using an intercom system and internally controlled car park barrier. Only staff and visitors are allowed to park in the car park. Visitors are welcome to park in the school grounds, if there are spaces. All vehicles must be parked in allocated parking bays to allow unrestricted movement of other vehicles during the school day. Deliveries to the school are arranged at such time when school is in progress, avoiding mornings,

lunchtimes and evenings when pedestrians are moving around the site. Contractors and large deliveries are prohibited between 08:40-09:10am, 12:20- 1.45pm and 15:15-15:45pm. Kitchen deliveries are directed to the right hand, after entering the gate. School deliveries are asked to drive straight ahead into the main school car park.

If staff notice any vehicle causing obstruction – particularly on the paths, they must report this immediately to the Business Manager / Site Supervisor

## **21. Visits to Farms**

Staff should be aware of any members of their group who suffers from any animal allergy / intolerances / immune deficiency condition as they need extra special care - they may need to be excluded from some/ all activities. A decision must be made as to the risks surrounding them if they participate in the visit

RAPs strongly recommends that pregnant women do not participate on these visits

## **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.

School trips must be authorised by the Head Teacher 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 Head Teacher 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 Deputy Head Teacher / Business Manager as part of their Induction. Any queries should be directed in the staff who carried out the Induction initially

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

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

Sunderland City Council Health and Safety Team (Schools):  
Corporate Services  
Sunderland City Council  
Civic Centre  
Sunderland  
SR2 7DN  
Tel:0191 561 2385