



## HIGHBURY PRIMARY SCHOOL

### GOVERNORS' HEALTH & SAFETY POLICY

Highbury Primary and Nursery School's mission is:

- To be an inclusive, safe and caring community where each member is equally valued and nurtured to develop their potential.
- To achieve academic excellence by ensuring each pupil performs to the best of their ability.
- To work together as a team with parents and carers within the community to promote respect responsibility for the benefit of all.

#### Health and Safety Policy

##### 1. Statement of intent

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill health.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Complying with statutory requirements as a minimum and in line with Health and Safety at work Act 1974.
- Ensuring safe working methods and providing safe equipment.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems to make sure they are effective.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist at the school.

- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A health and safety management system has been created to ensure the above commitments can be met. All governors, staff and pupils will play their part in its implementation.

## 2. Organisation

### 2.1 Introduction

To comply with the Governing Body's Statement of Intent the school's normal management structure has additional responsibilities, as detailed below.

#### 2.1.1 The Governing Body

The Governing Body has the following responsibilities and must ensure that:

- A clear written policy statement is created which promotes the correct attitude towards safety for staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities.
- 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.

#### 2.1.2 The Head Teacher

The Head Teacher as health and safety manager has the following responsibilities and must ensure that:

- They must fully commit to the Governing Body's Statement of Intent for Health, Safety and Welfare.
- A clear written local Policy for Health and Safety is produced.
- That the Policy is communicated to staff and others requiring the information.
- Appropriate information on significant risk activities is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their representatives.
- All staff are provided with adequate information, instruction and training on health, well-being and safety issues.
- Risk assessments of the premises and working practices are undertaken and all off site visits are agreed in advance.
- Safe systems of work are in place for identified risk factors.
- Emergency procedures are in place.
- 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 and investigations.

- Arrangements are in place to monitor premises and performance.
- All accidents are investigated and any remedial actions are implemented.
- They report to the Governing Body at least annually on the health and safety performance of the school.

### **2.1.3 The School Health and Safety Co-ordinator: The Site Manager**

The School Health and Safety Co-ordinator has the following responsibilities:

- Co-ordinate and manage the annual risk assessment process for the school.
- Co-ordinate with all teaching staff regarding all other risk assessment.
- Co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- Make provision for the inspection and maintenance of work equipment throughout the school.
- Advise the Head teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Manage use and storage of hazard substances.
- Ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- Carry out any other functions required by the Head Teacher or Governing Body.
- Manage procedures for site security.

### **2.1.4 Teaching/Non-teaching Staff Holding Positions of Special Responsibility**

This includes: Deputy Head Teachers, Nursery Manager, subject leaders, office managers and site manager. They have the following responsibilities:

- Apply the school's Health and Safety Policy requirements to their own area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Carry out health and safety risk assessments of the activities they are responsible for.
- Ensure that all staff under their control are familiar with any health and safety procedure for their area of work.
- Attempt to resolve health, safety and welfare problems from members of staff or refer them, to the Head Teacher. Any problems that cannot be resolved locally should be forwarded to the PCC Health & Safety Unit for advice.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a record of these inspections.
- Ensure, as far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate any accidents that occur within their area of responsibility.
- Keeping the Head Teacher informed on the health and safety performance of his/her department or area of responsibility. (Report this in a health and safety report book).

### **2.1.5 Class Teachers**

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies.
- Follow particular health and safety measures in their own teaching areas as laid down in the relevant *Guidance* or *Procedures*.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Make recommendations to the Head teacher or Phase Leaders on health and safety equipment and any improvements to plant, tools, equipment or machinery that may be necessary.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to the Site Manager and Phase Leaders.

#### **2.1.6 All Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the school's health and safety policy and procedures at all times - in particular procedures for fire, first aid and other emergencies.
- Co-operate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- Report all incidents in line with current incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with appointed Safety Representative(s).

#### **2.1.7 Pupils**

Pupils, allowing for 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 willfully misuse, neglect or interfere with things provided for their health and safety.

### **3. Procedures and arrangements**

#### **3.1 Introduction**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

#### **3.2 Risk Assessments**

- (i) General risk assessment - will be co-ordinated by the Site Manager. (See Appendix 1).
- (ii) New and expectant mothers risk assessment - will be carried out by the Financial Administration Manager.
- (iii) Curriculum activities assessment - Risk Assessments for Curriculum activities will be placed in the planning by teachers in line with curriculum policies.
- (iv) Fire safety assessment - A site-specific fire risk assessment will be carried out by the Site Manager and an external contractor annually.
- (vi) Computers and Workstation assessments - Workstation DSE assessments will be carried out by Drift.
- (vii) Hazardous substances - The Site Manager is responsible for identifying and assessing hazardous substances within their area of responsibility, for which no generic assessment exists in the 'Caretaking' manual.
- (viii) Violence - Assessment of the risks of violence to staff will be carried out by the Head Teacher.

##### **3.2.1 All teaching staff receive on-going risk assessment training**

##### **3.2.2 Training for developing risk assessments will be delivered to new teaching staff as part of the induction process**

#### **3.3 Emergency Procedures**

##### **3.3.1 Fire and evacuation procedures are detailed in Appendix 2**

- (i) Evacuation practice is carried out termly.
- (ii) Alarms are tested weekly.

##### **3.3.2 First aid.** (See also first aid procedures on individual illnesses, First Aid Policy and administration of medication).

- (i) First aid boxes are provided at the following locations: Office, Mini Buses. Basic first aid things are kept in the classrooms and cleaning cupboards.
- (ii) The following staff are available to provide first aid:  
Certificated First Aiders: Kim Chadwick, Paula Spence, Theresa Caspall, Sam Tindall, Tracey Patel, Alice Chadwick, Claire Shucksmith, Lawrence Magnus, Clare Walton, Carol Wallis, Rosie Farmer, Laura Higgins, Rebecca Smith, Sharon Hartt, and Sue Wickham.  
Certificated Pediatric First Aiders: Millie Manchip, Theresa Caspall, Emma Stratford, Hannah King, Joanne Leach, Shelley Davis, Justin Sarson, Sohpie Dulake and Tracey Patel.  
Most other staff have completed a basic First Aid course in November 2016
- (iii) In event of needing first aid assistance, either:
  - Locate the nearest first aider (and cover their class if required).

- If an ambulance is required, call "999".
- Transport to hospital.

### **3.3.3 Incident/accident reporting**

Employee accident/incident forms (HS1), Non-employee accident/incident forms (HS1A) and First Aid recording forms (FAR1) are kept in the main office and completed in accordance with Portsmouth City Council's Accident Reporting Procedure (Jan 2009). Certain categories of incident/accident will be reported to the Health and safety Executive in accordance with RIDDOR 1995, (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) following the PCC guidelines.

Education Violent Incident Report forms and Physical restraint Incident forms are also kept in the main office.

### **3.3.4 Bomb hoaxes and bomb alerts**

See Critical Incident Policy.

### **3.3.5 Gas leaks**

Any member of staff discovering a suspected gas leak should make an informed judgment based on how strong the smell is as to whether they immediately evacuate the building and telephone; 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

### **3.3.6 Chemical spills**

(i) All Science/Design and Technology/Art teachers and technicians should follow guidance contained in the CLEAPPS Hazards.

(ii) Other areas should follow procedures as identified in relevant COSHH assessments.

## **4. Health and safety training**

**4.1 Health and Safety induction training** will be provided for all new employees by the Finance Administration Manager

The following could be useful:

- CLEAPPS offer a range of courses for Science and Design & Technology.
- The Association of British Theatre Technicians (ABTT) offer a range of courses for drama.
- National Society for Education in Art and Design (NSEAD).
- Training & Development Agency for Schools (TDA) national CPD database.
- Design & Technology Association (DATA): Teacher accreditation scheme.

## **5. Inspection and testing of plant and equipment**

### **5.1 Statutory inspections**

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by appropriately selected contractors.

### **5.2 Portable electrical appliances**

Inspection and testing of portable electrical appliances will be carried out on an ongoing basis by the Site Manager.

### **5.3 Equipment maintenance - curriculum**

Subject Leaders will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented.

### **5.4 Ladders and access equipment**

The Site Manager will be responsible for inspection and maintenance of ladders and other access equipment following guidance contained in the Caretaking Manual Section F.

## **6. Health and Safety monitoring**

### **6.1 Inspection of premises**

(i) General workplace Inspections will be co-ordinated by the Site Manager and Health and Safety Governor termly.

(ii) Monitoring inspections of classrooms will be carried out by the Leadership team.

(iii) A three yearly Inspection will be carried by the LA for Health and Safety and Fire Safety.

## **7. Consultation and communication of information**

### **7.1 Consultation**

(i) The Governors' Leadership Committee will meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors where necessary. Action points from meetings are brought forward for review by school leadership team.

### **7.2 Communication of information**

(i) The Head Teacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

(ii) The Health and Safety Law poster is displayed in the staffroom and outside the Nursery.

(iii) Health and Safety advice is available from the Finance Administration Manager and the Site Manager.

Agreed by the Governing Body: \_\_\_\_\_

Approved: September 2018

Review: September 2019

## Fire and Evacuation Procedures

On hearing the Fire Bell:

- Children to immediately cease what they are doing and to be quiet. On class teacher's instruction the children should line up and proceed to a safe exit nearest to them. (Class teacher should close door after children) Children to line up quietly on the junior playground well away from the school building.
- Admin staff to be responsible for class registers, staff register and visitor log and opening up the side gate.
- Class registers to be distributed to class teachers.
- Staff and visitors to be checked by Admin staff.
- Toilets, ICT and offices will be inspected by designated staff.
- The Fire Officer will check the source of the alarm and verify, then either call the Fire Service or reset the alarm.

Children should be silent at all times.

The Class Teacher should count their children and then call the class register.

Admin staff are responsible for accounting for all visitors.

No one should re-enter building until told to do so by the Head teacher, the School's Fire Officer or Fire Brigade Officer.

- School Fire Officer: The Caretaker

**Procedure: To call the Fire Brigade:**

1. Dial 999.
2. Give the operator the telephone number (02392 375404).
3. Ask for Fire Brigade.
4. When the Fire Brigade replies, say clearly:  
Fire at Highbury Primary School, Dovercourt Road  
Cosham, Portsmouth, PO6 2RZ

**Do not assume a call has been made until it is acknowledged by the Fire Brigade.**

### After Hours/Clubs

The Site Manager will ensure that all cleaning staff are accounted for and mustered on the school playground.

Each member of staff will direct children/persons under their control to the nearest fire exit and muster on the school playground, then call the registers for their club.

All other procedures as above.