

Spaxton CofE Primary School

'Together we flourish and achieve'



Health and Safety Policy – Part B

DATE: March 2024


POSTHOLDER RESPONSIBLE: Rachel Rood

MONITORED BY: Local Governance Committee

DATE RATIFIED BY GOVERNORS:

AUDIENCE: Staff, visitors, parents, pupils

REVIEW DATE: March 2025

Approved on behalf of School:  (Headteacher)

Approved on behalf of LGC:  (Chair of Governors)

Health and Safety – Part B

'Together we flourish and achieve'

Inspired by: I Corinthians Ch 13 Vs 4-8

Those who belong to our school: protect, trust, have hope, persevere, show courage and respect.

PART B HEALTH AND SAFETY POLICY ARRANGEMENTS FOR SPAXTON COFE PRIMARY SCHOOL

Detailed below are the arrangements for ensuring that the aims and objectives of the Quantock Education Trust Health and Safety Policy are implemented, to secure a safe and healthy working environment. The following are the school's specific arrangements that have been identified.

Law Poster

The Health and Safety Information for Employees Regulations requires the school to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety laws and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The Law poster is displayed in the Staff room and main office.

1.0 Accident Reporting, Recording, and Investigation

- The Headteacher has access to all accidents in the first aid book.
- All accidents should be recorded by a First Aider in the first aid book.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) will be actioned by the Head Teacher with the guidance of the Head of Estates and Director of Finance and Operations.
- First Aider nominated is to immediately contact the head teacher/office with cases that require urgent action. The Headteacher is to investigate and liaise with the appropriate people regarding the incident.
- The First Aid person nominated is to access the first aid book daily to identify and notify the Headteacher of any incidents that require follow-up of reportable incidents, investigation, and or further action.
- Fatal or major injuries must be reported immediately to the appropriate authorities with the guidance of the CEO of the Trust.
- Parents/carers or other relevant persons should be notified of any major accidents or incidents involving pupils.
- Details of all accidents are brought to the attention of the Local Governor Committee, where they are discussed, and trends can be identified. If required, measures to prevent reoccurrence will be implemented.
- Dangerous occurrences, diseases, and or dangerous 'near misses' must also be reported immediately.

2.0 Asbestos

- The Asbestos Register is located in the school office at Spaxton CofE Primary School.

- The key staff – Rachel Rood and Kevin Norris, the school Head teacher and Caretaker have attended Asbestos Awareness Training and will undertake annual refresher training (this may be online).
- All staff have access to an on-line asbestos awareness course via IAM Compliant and must undertake the training.
- All contractors are required to sign and confirm they have seen the Asbestos Register about the area they will be working in or the activities they will be undertaking. The Contractors Site Safety Induction/Handbook is issued to each new contractor when contracts are renewed or when significant changes are made to the information booklet.
- An Asbestos Management Plan is located with the Asbestos Register in the Site Office/Reception in Primary schools and reviewed at regular intervals. Minimum annually.
- Staff responsible for monitoring and inspecting asbestos-containing material are the Estates Manager supported by the Headteacher and external consulting companies.
- Staff will report any damage to identified areas immediately to the Premises manager/Headteacher.
- If asbestos is damaged the area will be sealed off immediately and locked to prevent access – emergency procedures as outlined in the Asbestos Management Plan will be implemented.
- Location maps of asbestos-containing material are located in the School Office at Spaxton Primary School and are included in the Contractors Site Safety information pack.
- A Refurbishment / Demolition (R & D) asbestos survey will, when required, be used to locate and describe, as far as reasonably practicable, all asbestos-containing materials in the area where the refurbishment work will take place or the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas including those that may be difficult to reach.

3.0 Compliance

The school's compliance arrangements are managed by the Caretaker/Headteacher with support from the Estates Manager. Compliance contracts will need to be awarded as instructed via IAM Compliant software.

4.0 Contractors and Visitors

All visitors and contractors must report to Reception. They will be signed in and be given an identity/visitor badge and informed of their Health and Safety requirements, all contractors will be given the Schools Contractors Induction Pack to read prior to any work being carried out on the School or Grounds. On leaving the site they will be required to sign out and inform the school office of the work/ actions that have been carried out and any further work that is required where appropriate.

Before contractors are selected by the school, the school assesses as to the suitability of a contractor by asking questions as needed of the contractor, guidance can also be given by the Estates manager:

- What experience do they have in this type of work and seek recommendations, if appropriate
- What are the contractor's health and safety policies and practices?
- Have they had any recent accidents?
- What are their emergency procedures and first aid arrangements?
- What accreditations, membership of trade body, qualifications the contractor has achieved?

- Has an independent organization made an assessment of their safety arrangements e.g., Exor or Contractor Health and Safety Assessment Scheme (CHAS)
- Have in-date DBS checks been undertaken for employees working within the school?
- What is their selection process for sub-contracting work, if appropriate?
- Do they have in-date Public Liability Insurance and Employers Liability Insurance and what are the limits of the cover?
- Do they have safety method statements for the work activities?
- Do they have safety policies and safety record systems?
- Has the contractors any references from other school projects?

Essential safety matters must be agreed upon in writing, and extra care taken in assessing competence and defining the work. Before the contract is placed, there may need to undertake pre-contract investigations/discussions based on the work, such as asbestos surveys, ground surveys, etc. The school will be in possession of the Contractors Intent and Risk assessments prior to acceptance.

In addition, when contractors arrive on site to commence work the school will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.
- Any changes to the work activities will be discussed with the Headteacher, or school representative, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub-contractors, or self-employed persons must be familiar, with the school's Health and Safety Policy.
- A contractor's performance is monitored during their work and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the school is satisfied with the health and safety practices or procedures.
- Specifically hazardous works e.g., 'hot work' is governed and monitored via a 'Hot Work Permit' between the school and contractor.

5.0 COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site is compiled and reviewed regularly.
- All extensively used products will have material safety data sheets (MSDS) to accompany each product.
- If hazardous substances are delivered to the school or reception the relevant departments must be informed and take ownership to arrange movement and storage.

Whenever possible, Hazardous substances for science will be delivered directly to the science block as advised during the ordering process. The office manager will contact the caretaker regarding deliveries so that arrangements can be made to collect/ deliver supplies to a secure area.

- Any new products that are brought into the school that have a hazard warning symbol and where there is a 'significant' risk of harm from the product in its use, misuse, quantities, or storage will require a COSHH Assessment to be undertaken.
- COSHH assessments via the HSE (Health and Safety Executive) website at <http://www.hse.gov.uk/coshh/essentials/coshh-tool.htm>

- Any decanted substances should display the product name, information, dilution rates, and safety information.
- Science, D & T, Art, food tech, site team, and cleaning departments will have their departmental procedures and arrangements for the storage, use, handling, and production of hazardous substances. No other departments should keep hazardous substances.
- Contractors / third parties will have their own COSHH arrangements.

6.0 Defect Reporting Procedures

- All staff have a responsibility for their own and others' health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained, or untested equipment is brought to the attention of the Site Manager/reception so that remedial action can be taken. This must be logged and actioned via email.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use.' Information about the faulty equipment should be brought to the attention of the Site Manager via email so that it is logged, actioned, and monitored.

7.0 Display Screen Equipment (DSE)

- The school must undertake DSE Assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. 'Significant' is taken to be continuous/near continuous regular spells of an hour at a time e.g., admin staff, bursars.
- All school staff are considered 'users' and can feedback on their needs via regular surveys or to their Line Managers. All Staff have been sent guidance for working at home/laptop.
- DSE assessments will be reviewed where equipment or office layouts change and when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to an eyesight test and costs towards glasses suitable for DSE use, by a qualified optician paid for by the school.

8.0 E-Safety

Please refer to the school's E Safety Policy.

9.0 Electrical Equipment (Fixed and Portable)

- Any electrical faults must be reported immediately to the Caretaker via email and subsequently, IAM Compliant, ensuring the job is logged as urgent. Any faulty fittings (e.g., cracked sockets etc.) should be isolated and labelled for repair. If the fault is rendered dangerous, immediately contact an electrician to make it safe and carry out repairs.
- Portable appliance testing is carried out bi-annually by qualified electricians.
- Staff are informed that they should not bring electrical items in from home unless they are new, or a recent portable appliance test (PAT) has been undertaken.

- The PAT register is kept in the school office. During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected every five years. This is through the compliance contract.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
Where it is necessary to use an extension lead this must be only as a temporary measure. Extension leads should be fully unwound without causing a trip hazard.

It is a condition of hire that hirers of the school's facilities/rooms, contractors, and visitors must ensure that any electrical equipment they bring into the school must have an appropriate portable electrical test and be safe to use.

10.0 Fire and Emergency Procedures

- The school maintains a Fire Risk Assessment.
- The responsible person is the Headteacher.
- The assembly point is in the school playground.
- Fire Wardens are teaching staff and any support staff in charge of a group of students. The responsibilities of fire wardens are provided in the fire drill procedure have been provided to relevant staff. Fire Warden training can be completed via IAM Compliant or by booking onto the relevant course.
- Each week the alarm will be tested by the caretaker to ensure that it is effective. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the Fire Logbook.
- Fire drills must be carried out three times a year to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the Fire Logbook.
- The fire extinguishers are inspected annually within the Compliance Contract and emergency lighting is formally inspected annually by a (compliance contractor).
- The school will replace firefighting equipment in line with manufacturers' recommendations and legislation requirements.
- The Fire Logbook is kept in the school office. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, firefighting equipment checks, etc.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes must be free from obstructions.
- Fire exit doors must be unlocked whilst there are people in the building.
- The use of display materials or pupils' schoolwork along emergency exit routes should be controlled.
- Decorations, display materials, or pupils' schoolwork must not be placed near temporary heaters, suspended light fittings, or obscure fire signage, exits, or call points.
- All visitors spending any length of time in the school should be made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, and highly flammable substances should be known and recorded.
- Should the emergency fire services attend the school in the event of a fire, the Senior Fire Officer must be informed of all relevant information- if there is any person still in the building, location of asbestos-

containing materials, chemical storerooms, flammable substances, gas bottles, gas, and electricity supply.

If you discover a fire: -

- Activate the nearest fire alarm call point. On activation of the alarm, the Fire Brigade will be automatically summoned via the alarm company or, if necessary, by the Headteacher or member of SLT.
- Dial 999. State your name, location, nature of the emergency, contact telephone number, and any relevant information. Do not hang up until all the information has been confirmed.
- All staff, pupils, and visitors must leave the building immediately. Assembly points have been designated and all staff must ensure they know the location of the assembly points.
- Nominated persons (Fire Wardens) carry out any previously arranged duties, such as sweeping a particular area while on their way to the assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire, and if there are any persons still in the building.

Action on Hearing a Fire Alarm

- The teacher or responsible adult will supervise children leaving the building by the appropriate exit.
- Close windows do NOT lock doors.
- Proceed to assembly point on the school playground.
- Walk quickly – Do not run.
- Keep calm.
- Do not stop to collect any personal belongings.

Registers will be taken to the assembly points by Heads of House and distributed to teachers for roll call for staff pupils and visitors.

If the Fire Brigade has been called there must be clear access made around the site giving emergency services easy access.

11.0 First Aid

- All classrooms have a first aid box and incidents at break or lunch are treated in Peregrine class.
- First aid supplies are located around the school.
- The Headteacher and office manager ensures that there are sufficiently stocked first-aid boxes and they ensure that the contents of the first-aid boxes are replenished as and when necessary. First aid boxes do not contain any medication, tablets, creams, or ointments.
- If the Headteacher or first aider considers it necessary, the injured person will be sent directly to the hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to the hospital unaccompanied and an accompanying adult will be designated in situations where parents/guardians cannot be contacted.
- The procedure for the completion of incident/accident records will be followed.
- The first aid book is completed for all visits to first aid throughout the day.

12.0 Glass and Glazing

It is the responsibility of the caretaker to arrange a glazing survey of glass in 'critical locations' around the school and action on any findings.

13.0 Health and Safety and Well-Being

Health and Safety and wellbeing are standing items on the Local Governing Committee agenda. The committee focuses on pulling together all the separate areas and systems of health and safety management, providing the overarching overview to successfully managing this area. The committee meets six times a year.

The Headteachers report will include significant updates relating to the following:

- a. Any accidents of note since the last meeting, how many accidents in total and are there any trends?
- b. Are there any building works/modifications planned and what are the Health and Safety implications of this project? Has all the necessary paperwork been completed?
- c. From the Pre-Qualification questionnaires to the design phase risk assessments; to risk assessment method statements for the job itself and the selection of the project manager.
- d. Is the job notifiable under Construction Design Management Regulations 2007, if so, had a CDM Coordinator been appointed etc.?
- e. Asbestos update
- f. Feedback from high-risk departments
- g. Risk assessment progress and review
- h. Training needs
- i. First Aid provision/qualifications etc.
- j. Are any school trips taking place and have these been assessed and authorized
- k. Inspection findings and required actions 10. Findings of any compliance issues
- l. Well-Being.

14.0 Health and Safety Training

Health and safety training is delivered to Staff in a variety of ways including face-to-face and through online resources such as TES Develop and IAM Compliant. The school recognises that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture. Training requirements may have been identified by risk assessments, audits, staff appraisals, and increased roles and responsibilities of staff and Governors.

15.0 Infectious Diseases

- The Health Protection Agency poster on guidance on infection control in schools and other childcare setting is located in the school office.

16.0 Lock Down.

Please refer to the School Lockdown Policy.

17.0 Lone Working

A Lone Working Policy is to be followed. This is to be made available to staff. Colleagues are asked to share their concerns if they have any concerns, and all lone workers have a means of communication.

Anyone who is a lone worker should discuss appropriate measures with their Line Manager.

18.0 Manual Handling

- Avoid hazardous manual handling operations as far as is reasonably practicable.
- Expectant mothers, staff who have recently received surgical operations or have medical conditions must undertake manual handling activities in a safe manner.
- Staff are required to assess any unsafe / hazardous manual handling operations.
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, should complete the manual handling training course through IAM Compliant.
- Staff must ensure they are physically capable of safely completing a manual handling task.
- A manual handling risk assessment must be carried out and recorded on all those handling activities that may pose a risk of injury to school staff. They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a short time, and the time taken to record them would be disproportionate.

19.0 Medication

Please refer to the Supporting Pupils at School with Medical need Policy.

20.0 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge where it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.
- The Head of Department or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required.
- Staff members are responsible for ensuring that they use PPE where it is provided, and that it is fit for purpose.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Pupils will be provided with information, instruction, and supervision when there is a requirement to wear PPE as a control measure.

21.0 Play Equipment

- All staff should check the PE apparatus before use.
- The PE equipment is to be inspected annually. This should be carried out by a registered company and a record of the inspection should be kept in the Site Manager's Office/Reception.
- All Weekly and monthly checks should be entered onto IAM Compliant.

22.0 Pond

Any pond that is not in use is still a Hazard, and staff need to have precautions in place while working or playing within the proximity, if this were to change due to heavy rainfall the area will be inaccessible to pupils. A gate is to be secured to prevent unauthorised access.

23.0 Risk Assessments

- Risk assessment training is available on IAM Compliant
- Risk assessments are to be completed online via EEC Live by the Headteacher or the EVC, Rebecca Skews.
- Risk Assessments are available for staff to view online, or in the health and safety folder.
- Each department should have access to a copy of the Risk Assessments relevant to them if needed.
- Staff are involved in the adoption, review, or amendment of Risk Assessments.
- All staff must make themselves aware of the Risk Assessments applicable to their roles and activities. • Before undertaking an activity, thought must be given to the Post control risk rating. See poster in H&S folder.
- Risk Assessments will be reviewed annually or if there is significant change. (See Procedure for Management of Risk Assessments in Risk Assessment folder).
- A specific Risk Assessment for expectant mothers will be undertaken. All school trips or learning outside the classroom activities will have recorded Risk Assessments. (See Educational Visits Policy).
- Every off-site visit taking place after school hours, of a medium/substantial risk or for a residential stay will be assessed.

24.0 Safeguarding

- The Safeguarding Officer(s) are Rachel Rood and Rebecca Skews.
- All staff have received safeguarding training and are regularly updated.

Please refer to the Safeguarding Policy for advice and guidance,

25.0 School Trips/off site activities

- The Educational Visits Coordinator(s) (EVC), Rebecca Skews.

Please refer to the Educational Visits Policy for advice and guidance, available on MS Teams.

26.0 School Transport / Minibus

- Where staff and authorised volunteers are required to drive as part of their job, they must ensure that they have read and adhere to Haygrove's minibus policy.
- Any significant findings must be reported to the Head teacher who must ensure that remedial action is taken.
- Pre-use checks of the vehicle are undertaken daily by the driver.

- Checks are carried out on an annual basis by Haygrove school on behalf of the trust that drivers hold a current and valid driver's licence and have undertaken MIDAS training.

27.0 Smoking

The school is a non-smoking site, this includes Vaping/Electronic Cigarettes in any form.

28.0 Staff Consultation

The Head teacher will plan for full and proper consultation with employees on health and safety matters.

There is no requirement to have a Union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

29.0 Trees

Trees on the school grounds are managed by the Headteacher, including an annual tree survey and maintenance by an approved contractor.

30.0 Water Hygiene

- A copy of the Legionella risk assessment is located in the school office.
- Contactors are employed to carry out many of the requirements of water testing under L8 guidance.
- The site team carries out weekly flushing and temperature recording, these are stored in the water hygiene files, as well as entered onto IAm Compliant.

31.0 Wellbeing

- Workplace stress and wellbeing are factors in the risk assessment process identifying areas of concern e.g., workload, emergency call out, job security etc. and in the implementation of appropriate control measures, as far as is reasonably practicable.
- Where workplace stress arises the Head teacher will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The school will include the HSE Management Standards for work related stress in demonstrating good practice through a step-by-step risk assessment approach.
- If employees are experiencing any problems in relation to stress, they are encouraged to report this to their Line Manager in the first instance.
- The HR Department and Occupational Health are available to staff and should be contacted when required.
- All staff have access to Health Assured, an employee assistance programme. All staff have confidential and free access to their website portal and telephone advice on any matters work related or personal.

Please refer to the Staff Sickness Absence Policy for further advice and guidance

35.0 Working at Height

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk.
- Risk assessments prior to commencement of any working at height activity will be undertaken, by whoever is involved with the task.
- The Site Office carry out regular inspections on the ladders and records these checks in a ladder log, stored in MS Teams.
- Staff should only use the equipment they are trained to use unless it is low level kick stools and that they wear the correct clothing and footwear.
- Pupils are not permitted to use access equipment. Information, instruction, and supervision will be provided to specific pupils that may use access equipment for school related activities e.g., drama production.
- Contractors are expected to provide their own equipment and will not be permitted to use the school's equipment.

36.0 Work Equipment

- All work equipment used on the premises must be installed by a competent person.
- All work equipment should undergo an appropriate recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes. Staff, technicians, and caretakers are responsible for carrying out pre-use visual check of the equipment within their department, which should be recorded as appropriate.
- Employees must not provide their own equipment.
- Heads of Departments and line managers must ensure that any such equipment within the department is used appropriately, and training or refresher training should be provided if required by the user.
- Heads of Department and line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D&T machinery and tools, access equipment, lifting equipment, heavy plant equipment, etc.
- Personal Protective Equipment must be provided free of charge if required.

37.0 Work Experience Pupils

- Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.
- For work experience placements at the school the students will be monitored / supervised by the class teacher, support staff they are assigned to and liaise, if necessary, with the nominated person.

38.0 Workplace Inspections and Premises Risks

- The headteacher alongside the Estates manager or caretaker will carry out checks around the school.

39.0 Violence and Sexual Harassment towards Staff

- The Head teacher is responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence, aggression, and sexual harassment from pupils under behaviour policy to the Head teacher.
- Staff are to flag issues regarding violence, aggression, and sexual harassment with another adult to an appropriate person in the school, such as line manager, SLT or mentor.
- Any incident should be recorded on Iam Compliant.
- Appropriate steps will be taken by the Head teacher to deal with such a situation.