

MORDIFORD CE PRIMARY SCHOOL

Health and Safety Policy

General Statement of Intent

The Mordiford CE Primary School (MPS) believe that excellence in the management of Health and Safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high achievement in academic and quality standards.

People are the most important asset to this School, whether they are Staff members or pupils, therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the School believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian, educational and commercial considerations. Achievement and safety are not in competition.

On the contrary, safety is good academic business.

From a legal perspective, the School is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the School will strive to go beyond the requirements of legislation.

The School is committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- ✓ To provide adequate control of the Health and Safety risks arising from our School activities;
- ✓ To consult with our employees on matters affecting their Health and Safety;
- ✓ To provide safe plant and equipment;
- ✓ To ensure safe handling and use of substances;
- ✓ To provide information, instruction and supervision for employees and pupils;
- ✓ To ensure all employees are competent to do their tasks and to give them adequate training;
- ✓ To prevent accidents and cases of work related ill health;
- ✓ To maintain safe and healthy working conditions: and
- ✓ To review and revise this policy at regular intervals.

Signed Kerri Finney

Position - **Headteacher**

Date: April 2015

Review Date: April 2016

Organisation.

Overall and final responsibility for Health and Safety is that of:

Headteacher – The attached organisational diagram shows how Health & Safety responsibilities flow through the School.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Beverley Oakley – Reception teacher

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Nicholas O’Sullivan as our Health & Safety Advisor via Contract with Fire and Risk Management Services

Kerri Finney – School Health & Safety Co-ordinator and link with Fire and Risk Management Services.

The process of application of Health & Safety at MPS:

This is achieved by the creation of Arrangements in the key Health & Safety areas i.e. Manual Handling, Lone Working, DSE and Accident Reporting etc.

Employees Duties

All MPS employees are required to:

- ✓ Co-operate with the Headteacher and Governing Body on health and safety matters;
- ✓ Not interfere with anything provided to safeguard their health and safety;
- ✓ Take reasonable care of the health and safety of themselves and others; and
- ✓ Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the School will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health and Safety Executive guidance and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our work activity, or off-site visits, including residential trips and adventure activities;
2. Decide who might be harmed and how;
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done;
4. Record the significant findings of the assessment;
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by/ kept at:

Central Risk Register in School Office Manager’s Office/ Relevant Subject/Teaching activity in Classroom/Department concerned – access on Common Staff

List of Risk Assessments:

A Central list of Risk Assessments is always available in School Office Manager's (SOM) Office (or via Staff access to Common Staff) where staff can easily access information on Risks and the necessary Control Measures. Risk Assessments will be reviewed annually by the appropriate Teacher/SOM for Administration and premises.

Approval for the required action to remove or control risks will be given by:

Headteacher

Consultation with Employees

The School will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees over Health and Safety matters will be provided by:

Emails, memo's, regular H&S Committee meetings, direct consultation.

Safe Handling and Use of Hazardous Substances

The School will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (including Legionella), and the Control of Asbestos at Work Regulations 2002

Responsibility for identifying all substances that need a COSHH assessment is that of:

School Office Manager

COSHH Risk Assessments will be verified out by: Margaret Smith

Nicholas O'Sullivan/ Science Risk Assessments via CLEAPSS website access

Approval for the required action to remove or control risks will be given by:

Headteacher

The Asbestos Management Plan and the Asbestos Register will be managed by:

School Office Manager

The Legionella Risk Assessment and the Legionella Test Records will be managed by:

Helen Scotford Caretaker and Kerri Finney Head teacher

6 Monthly/ Annual Checks will be carried out by SpaGas

Safe Equipment, Plant and Fittings

The School will ensure that all equipment, plant and fittings are suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1988 and the Electricity at Work Regulations 1989.

Responsibility for identifying all equipment and plant needing maintenance is that of:

Headteacher/ H&SC

Responsibility for ensuring that effective maintenance procedures are drawn up is that of:

Headteacher/ H&SC

Responsibility for ensuring that all identified maintenance is implemented is that of:

Headteacher/ H&SC

Any problems with equipment, plant and fittings should be reported to:

Headteacher/ H&SC – Safety Advice from Nicholas O’Sullivan

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of:

Headteacher for teaching equipment, SA for Premises equipment – Safety Advice from Nicholas O’Sullivan

Training and Competency

Induction training for all new employees is the responsibility of:

Headteacher/ SOM

Job specific training will be provided by:

On site by the Headteacher or at specific venues depending upon need/specialism

Training records and Planner will be kept at/by:

SOM’s Office

Training will be identified, arranged and monitored by:

From Headteacher/SA, from and arranged by the SA - monitored by the SA

Accidents, First Aid and Work Related Ill-Health

First Aid Needs Assessment and supporting Medical needs:

A First Aid Needs Risk Assessment detailing risk and Provision of equipment and suitable trained staff has been undertaken.

The First Aider(s) and/or Appointed person(s) are:

We have an qualified First Aiders on site – Their names are:

Rebecca Griffiths

Helen Scotford

Brenda Parrett

Janette Blenkinsop

Rebecca Berry

Alison Fraser

Richard Foster

All Accidents/Incidents and work related ill-health are recorded in the Accident/Incident Record file, which is kept by/at: **SOM's Office**

Responsibility for reporting accidents, diseases and dangerous occurrences under the RIDDOR regulations to the enforcing authorities is that of:

Headteacher/ Nicholas O'Sullivan – MPS will notify Fire and Risk Management Services, by scanning in a copy of the completed Accident Report, and emailing to accidents@fandrms.co.uk within 72 hours of the occurrence.

Site Safety – Monitoring and security

To check our working conditions, and ensure our safe working practices are being followed, we will:

Office and Administration areas – conduct regular audits + inspection, cross referencing with relevant Risk Assessments - these will be regularly reviewed and action taken where necessary

Classrooms & Teaching areas – conduct regular audits + inspection, cross referencing with relevant Risk Assessments - these will be regularly reviewed and action taken where necessary

Outdoor areas including sports fields, car parking areas, pathways, vehicle movement etc. – conduct regular inspections, cross referencing with relevant Risk Assessments - with the results recorded for actions taken for audit purposes

Workplace safety for Teaching staff, pupils and visitors – an Abusive and Violent Behaviour Risk Assessment and Policy is in place.

Management of Contractors – The SOM will ensure that every Contractor working upon the MPS site will have completed the Pre-works questionnaire, and a copy retained for audit purposes. Each Contractor will be given MPS Site Safety Information Sheet which details Fire Evacuation procedures, Assembly Points, First Aid provision etc.

Responsibility for investigating accidents is that of:

Headteacher/Nicholas O'Sullivan

Responsibility for investigating work-related causes of sickness absence is that of:

Headteacher

Responsibility for acting on investigation findings to prevent a reoccurrence is that of:

Headteacher/ Nicholas O'Sullivan

Off-site Safety

MPS have an Off-site visits and Residential Trip Policy. All relevant trips, visits and adventure activities will be booked through the EVOLVE system. Local visits will be prior Risk Assessed and an Assessment produced.

EVOLVE Co-Ordinator (EVC) – Ed Sibcy – Responsible for local visits. Risk Assessments retained for audit purposes.

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of:

Fire and Risk Management Services

Escape routes are checked by/ every:

Offices and Administration areas – Helen Scotford, Caretaker Daily/Weekly Classroom and Teaching areas – Teaching Staff for that area -Daily/Weekly

Fire Extinguishers are maintained and checked by/every:

External Contractors/ Annually

Emergency evacuation and Fire Alarm will be tested every:

Early in each Term, 3 months as indicated by the Fire Risk Assessment/ Responsible Person

Responsibility for checking that the Emergency Lighting operates effectively:

Offices and Administration areas – Helen Scotford . Classrooms and Teaching areas – Monthly/ Complete discharge every 6 months to prevent battery memory. Refer to Fire Risk Assessment for final details

Emergency Health & Safety situations – procedures and contacts:

The School Office Manager will maintain contacts and procedures, in a secure format, easily removable from the MPS site. Annual assessment of fitness for purpose. Results recorded.