

# The Henry Prince

## First School

### Health and Safety Policy

Signed \_\_\_\_\_

Chair of Governors

Reviewed: October 2015



**FRAMEWORK FOR A SCHOOL HEALTH AND  
SAFETY POLICY**

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## The Henry Prince First School

### STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

1. This policy statement supplements both the general statement of policy issued most recently by the Staffordshire County Council and the more detailed statement issued by the Education Department.
2. The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under Staffordshire's scheme of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is acknowledged.
3. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.
4. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
  - 4.1 The premises are maintained in a safe condition.
  - 4.2 Safe access to and egress from the premises is maintained.
  - 4.3 All plant and equipment is safe to use.
  - 4.4 Appropriate safe systems of work exist and are maintained.
  - 4.5 Sufficient information, instruction, training and supervision is available and provided.
  - 4.6 Arrangements exist for the safe use, handling and storage of articles and substances at work.
  - 4.7 A healthy working environment is maintained including adequate welfare facilities.
5. In addition to the above commitment, the Governing Body also recognises its obligations to non-employees, including Out of Hours Learning and Before and After School Care staff Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried on within the school boundary or otherwise, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which

must set standards by example for its pupils, this commitment is seen as especially important.

6. Within the financial restraints dictated by the County Council, the Governing Body will ensure, through the Senior Management Team, that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
7. The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:
  - 7.1 To take care of their own safety and that of others and;
  - 7.2 To co-operate with the Governing Body and Senior Management Team so that they may carry out their own responsibilities successfully.
8. All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
10. A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.
11. This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

*(Chris Kinman) Chair of Governors*

*(Mrs J Naylor) Headteacher*

## ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE

In order to ensure that health and safety issues are dealt with in accordance with our establishments safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### 1. **Governing Body** [*Chair: Mr Chris Kinman*]

The Governing Body will comply with any directions issued by the LEA concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Education Department carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the LEA will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without LEA involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

### 2. **Headteacher** [*Mrs. J Naylor*]

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy

- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The provision of appropriate health and safety information to governors.

In addition the Headteacher in liaison with the Governor responsible for Health and Safety:-

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.6 Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.7 Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 3.8 Co-ordinate the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 3.9 Report to the Premises Committee any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 3.11 Ensure that all Team Leaders are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.12 Oversee all arrangements for educational visits and school journeys.

#### 4. Team Leaders and/or Headteacher

All Team Leaders are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 4.1 ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 4.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 4.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 4.6 remove from use and inform the Headteacher of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 maintain or have access to an up to date library of relevant published health and safety guidance from sources including the LEA, CLEAPSS, DCSF, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 4.9 identify specific staff health and safety training needs and inform the Headteacher accordingly;
- 4.10 consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.11 carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 4.14 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.15 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Headteacher;
- 4.16 ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 4.17 ensure that good standards of housekeeping are maintained;
- 4.18 consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

## 5. Teaching Staff [Including supply]

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 5.8 report any defective equipment to the Team Leader;
- 5.9 investigate all accidents (in conjunction with Team Leaders) which occur through activities organised/supervised by the Department;
- 5.10 propose for consideration by their Team Leaders any improvements which they consider would improve health or safety standards within the department;
- 5.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

## 6. Site Supervisors

The Senior Site Supervisor is responsible to the Headteacher. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- 6.2 taking appropriate action when necessary to prevent injury to others on the site
- 6.3 who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 6.4 participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.5 ensuring that other site supervisory staff are adequately supervised;
- 6.6 identifying any particular health and safety training needs of supervisory staff in the group.



- 6.7 ensuring that staff within the group are not involved in activities outside their limitations;
- 6.8 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.9 ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc.;

## **7. Safety Co-ordinator(Miss A Greene)**

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Head of Establishment. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- 7.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 7.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 7.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.4 Arrange for biannual evacuation drills and weekly fire alarm tests etc.
- 7.5 Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 7.6 Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 7.7 Co-ordinate the biannual health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 7.8 Report to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 7.9 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 7.10 Ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **8. All Employees [including temporary & volunteers]**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 8.1 to participate in the risk assessment process and comply with findings;
- 8.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 8.3 to report all accidents according to the procedures included in Part 3 of this document;
- 8.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 8.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 8.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 8.7 follow all relevant codes of safe working practice and local rules;
- 8.8 report any unsafe working practices to the head of dept/Deputy Headteacher .

## **9. Pupils/students**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 9.1 follow all instructions issued by any member of staff in the case of an emergency;
- 9.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 9.3 inform any member of staff of any situation which may affect their safety.

## **10. Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 10.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 10.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 10.3 to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- 10.4 to carry out workplace health, safety and welfare inspections;

- 10.5 to attend any safety committee meetings;
- 10.6 to co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Names of Trade Union appointed Safety Representatives

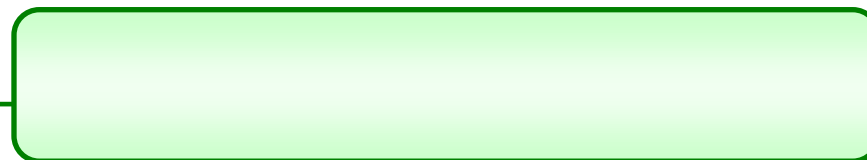
Name	Union	Area Covered

**11. Health and Safety Committee**

The school has established a Health and Safety Committee (part of the Premises Committee) which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee comprises of:

- 11.1 Headteacher : Mrs J Naylor
- 11.2 Governor : Mr Chris Kinman, Miss Amy Greene, Mrs Morag Johnson, Mrs KerryTurner
- 11.3 Health & Safety Co-ordinator : Miss Amy Greene
- 11.4 Site Supervisor : N/A

The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.



## ARRANGEMENTS & PROCEDURES FOR HEALTH AND SAFETY AND WELFARE

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. **Accident Reporting, Recording & Investigation**  
[See also Crisis Policy, Risk assessment policy)
2. **Asbestos**  
Register Maintained in School Secretary's Office. All contractors must sign the record sheet BEFORE commencing work.
3. **Contractors**  
Main building works organised by L.A. All contractors to report to office and H&S procedures outlined before work commences.
4. **Curriculum Safety [including out of school learning activity/study support]**  
See Educational Visits Procedures.  
P.E. Safety Guidelines.  
Crisis Policy  
Risk Assessment file
5. **Drugs & Medications**  
Drugs and medicines are administered by staff after parental permission is sought. Medicines are stored in appropriate conditions. Staff receive specific training on the administering of Epipen treatments. Care plans are completed for children who need them.
6. **Electrical Equipment [fixed & portable]**  
All staff are responsible for checking that electrical appliances are maintained in good repair. An bi-annual check of all electrical goods is made each year and appliances labelled accordingly.

- 7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

The Headteacher and Chair of the Health and Safety committee are responsible for undertaking a fire risk assessment on an annual basis. Fire drills are carried out termly and evacuation times recorded.  
See Crisis Policy which outlines procedures in case of an emergency.
- 8. First Aid**

Mrs T Kinman, Miss J Lord are the trained First Aider.
- 9. Hazardous Substances**

An annual review (COSHH) will be carried out and a report made to Governors via the Finance/Premises Committee.
- 10. Health and Safety Advice**

The school will consult with the L.A. Health & Safety Adviser, Education Personnel & Corporate Services, Staffordshire LEA, Occupational Health Unit, etc.
- 11. Housekeeping, cleaning & waste disposal**

All staff have a responsibility to ensure that the premises are maintained in a manner that ensures a safe environment for all members of the school community.
- 12. Handling & Lifting**

In accordance with Staffordshire guidelines. Staff undertake Handling and Lifting training every 3 years, as required and appropriate.
- 13. Jewellery**

Children should not wear jewellery in school – see Prospectus and PE Policy.
- 14. Lettings/shared use of premises**

Any body using the school must have the appropriate Public Liability Insurance. A copy of this Health and Safety policy is given to anyone using the school as a letting.
- 15. Lone Working**

The Governors and Headteacher ask staff to ensure there is someone else on site if they wish to work out of normal working times.

**16. Maintenance / Inspection of Equipment**

Annual checks are carried out during the H & S review. Risk assessments written for outdoor play activities and use of outdoor equipment-bikes, scooters. Annual contracts are also in force for P.E. equipment, outdoor play equipment.

**17. Monitoring the Policy**

Annual review by the H & S Co-ordinator.

**18. Personal Protective Equipment (PPE)**

Gloves must be worn if there is any risk of contact with bodily fluids.

**19. Reporting Defects**

All staff have a responsibility to report defects to the Janitor and/or Headteacher.

**20. Risk Assessments**

The Health & Safety Co-ordinator/Educational Visits Co-ordinator and the Headteacher will conduct risk assessments in accordance with the relevant policies.

**22. School Trips/ Off-Site Activities**

See Educational Visits Policy.

**23. School Transport**

In accordance with the Educational Visits Policy.

**24. Smoking**

Smoking is not allowed in the school or the grounds.

**25. Staff Consultation**

Staff report H & S issues to the Headteacher or record them in the Janitors record book for action. Staff Meetings and Premises Committee Meetings may be used for H & S issues but staff are expected to report any issues immediately to the Headteacher/H & S Co-ordinator/Janitor.

**26. Staff Health & Safety Training and Development**

Staff and Governor Induction Handbooks are available for new staff.

**27. Staff Well-being / Stress**

The Work Life Balance Agreement is being implemented within school in accordance with Government recommendations. Staff well being is a priority in the school.

**28. Supervision [including out of school learning activity/study support]**

Children are Supervised at all time in accordance with Government recommendations. See Educational Visits Policy also.

**29. Vehicles on Site**

Restricted access. Staff cards and contractors allowed on site but movement kept to a minimum during school hours. Speed restriction of 5 mph.

**30. Violence to Staff / School Security**

All visitors must sign in at Reception. Access only via Reception. Incidents of verbal and/or physical abuse to be reported to the Headteacher, who will make an annual return to the L.A.

**31. Working at Height**

Staff must use the appropriate steps when working at height.

**32. Work Experience**

Students are inducted and supervised by a Team Leader.

**33. Use of internal areas for P.E. lessons**

The school hall is used for indoor P.E. activities. A range of risk assessments highlight the risks associated with different types of physical activity. All staff are aware of these. These are kept in the main office along with the school's generic risk assessment folder.

**Reporting Violent Incidences and Carrying of Weapons within Schools**

**When should an incident be reported?**



The vast majority of incidents can be and are effectively dealt with by schools as part of their internal arrangements. Staffordshire Police does not expect, nor consider it desirable that all incidents (e.g. minor assault, criminal damage, low level threatening abusive behaviour or theft) are reported to the Police.

The professional decision to involve the Police depends on the circumstances of the particular case. In principle however, Staffordshire Police would not expect an incident to be reported to them if it were minor in nature; the consequences of that act were minor, no student, member of staff or visitor was put at risk and there were no aggregating factors such as a series of offences. These principles only apply where all parties (i.e. school, student and parent/carer) are happy that this is the appropriate course of action.

Where an intruder has entered school premises and committed an offence it is presumed that such incidents would be reported.

### **Should anything else happen if the incident is not reported?**

Where an incident is not reported to the Police, other referral routes such as First Response may be considered. Further information about this is available from Designated Senior Persons.

### **Staffordshire Police and reported crime**

An extract from The Staffordshire Safer Schools Guidance is included below. This is a joint Staffordshire Police and Staffordshire Children's Trust agreement. It clearly outlines the Staffordshire Police perspective when dealing with reported crime. It does not however undermine a Schools or parent's autonomy in applying their discretion as to whether they involve the Police.

*When dealing with incidents that amount to a crime the presumption, in line with the crime recording policy will be to seek to avoid criminalising children and young people. In all cases that it is appropriate to do so, elements of restorative justice principles will be applied before seeking resolution through the criminal justice process*

*This 'informal resolution' will always be documented and take place only with the agreement of the victim, victim's parents or guardians, teaching staff and the offender and offender's parents or guardians. At the conclusion of this process, which may involve some elements of reparation or restitution, but never (under any circumstances) compensation, there must be a consensual agreement by all parties that the incident has been resolved.*

Where 'informal resolution' is inappropriate or unsuccessful then recourse to law will be at the minimum level applicable to the situation in line with the directions of the Youth Justice Board (YJB).

### **Examples of cases that merit/ have merited referral to the Police**

1. A repeat victim was subject to abusive, threatening behaviour and abusive and menacing text messages over a long period of time that caused harassment, alarm and distress. The physical abuse resulted in injury. Each case was dealt with in isolation, and therefore each incident in isolation did not necessarily appear serious enough to report to the police. The accumulative impact of the incidents had a significant impact on the victim's health, behaviour and school performance. The perpetrators also

considered that they were untouchable and the frequency and severity of the incidents increased. This matter was dealt with by the Police with the support of the school and parents through an informal resolution.

2. A child was assaulted by a group of older pupils. The assaults were part of a wider bullying campaign against the pupil, which then extended to younger siblings. This culminated in a serious assault in which the pupil required hospital treatment.
3. Weapons taken into school, openly displayed and threats made.

The Staffordshire Police non-emergency telephone number for further guidance is 0300 123 4455.