Forest Academy

&

Elveden Church of England Primary Academy





Health, Safety and Welfare Policy

Complete by: A. Grimes & L. Rourke
Reviewed: October 2020
Review Date: October 2021

Health Safety and Welfare Policy Statement
October 2020- October 2021

The governors and head teachers acknowledge that:

1. The Academy Trust has the prime responsibility for health and safety and that the governing body and head teachers have specific responsibilities to manage health, safety and welfare at the school level;

2. The Trust has responsibilities
- ❖ to be aware of the published policies
- ❖ to promote continuous improvement in the health and safety performance of the school;

3. The head teachers, as Local Health and Safety Coordinators have principal duty in the schools for ensuring the local implementation of guidance, codes of practice and other advice from the Health and Safety executive.

4. This duty extends to ensuring that:

- ❖ **working conditions and environment**
- ❖ **substances used**
- ❖ **equipment provided**
- ❖ **working methods adopted**

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the school.
NB: It is not necessary to provide a copy to each person though a copy must be provided if requested. It is generally sufficient to make the document readily available to ALL staff.
This policy document has been adopted by the governing body and is signed by the chairperson on its behalf.

_____ (chair of governors)

_____ (head teachers as Local Health and Safety Coordinators)

DATE THAT THE POLICY WAS ADOPTED BY THE GOVERNING BODY
October 2020

Organisation

The head teacher has **responsibility** for day-to-day management of health and safety issues and is known as the **Local Health and Safety Coordinator**.

All staff should have regard to their own H&S and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly.

Individual members of staff are responsible for the particular areas as follows:
(Responsibilities may, for simplicity, be allocated to job titles, but on each annual review the policy document should be updated with the name of the post holder)

Task	Name of person responsible	Job title of person responsible
H&S Policy review	Lorna Rourke (Elveden) April Grimes (Forest)	Headteachers
Health and safety committee and/or governor committees	Lorna Rourke April Grimes Mary Andrew	Headteachers/Governor
Communication and information management	Lorna Rourke (Elveden) April Grimes (Forest)	Headteachers
Critical Incident Management	Lorna Rourke/April Grimes/Paul Tams/Billy Gorman	Headteachers/ Chair of Governors/Caretaker
H&S Induction Training	Lorna Rourke (Elveden) April Grimes (Forest)	Headteachers
Programmed updating training	Lorna Rourke (Elveden) April Grimes (Forest)	Headteachers
Personal safety procedures (also Schoolsafe)	Lorna Rourke (Elveden) April Grimes (Forest)	Headteachers
Planned checks (procedures)	Lorna Rourke (Elveden) April Grimes (Forest)/ Billy Gorman	Headteachers/Caretaker
Planned checks (equipment)	Lorna Rourke (Elveden) April Grimes (Forest)/ Billy Gorman	Headteachers/Caretaker
Planned checks (premises)	Mary Andrew/ Paul Tams/Lou Barker/ Billy Gorman	Caretakers/Governor/Admin Manager
Incident reporting/investigation	Lorna Rourke (Elveden) April Grimes (Forest)	Headteachers

Coordination of risk assessment work	Lorna Rourke (Elveden) April Grimes (Forest)	Headteacher
Fire procedures including personal emergency evacuation plans	Lorna Rourke (Elveden) April Grimes (Forest)	Headteacher
Locally organised premises maintenance, repair and improvement	Lorna Rourke (Elveden) April Grimes (Forest)	Headteacher
First Aid (training and equipment)	Claire Edmeades & Linda Sacks (Forest) Ali Mathers (Elveden)	Named First Aiders
Vehicle control and pedestrian safety	Billy Gorman	Caretaker
Educational visits coordinator (EVC)	Lorna Rourke (Elveden) April Grimes (Forest)	Headteachers
Stress and Wellbeing	Lorna Rourke (Elveden) April Grimes (Forest)	Headteachers
School Minibus	N/A	
Child Protection Co-ordinator	Lorna Rourke (Elveden) April Grimes (Forest)	Headteachers
Supporting pupils with medical needs	Claire Edmeades (Forest) Ali Mathers (Elveden)	Named First Aiders
Premises Security	Billy Gorman	Caretaker
Contractors on site	Billy Gorman	Caretaker

Health, Safety and Welfare Committee or Governor Groups/Committees

- The headteachers provide termly Health and Safety Impact Reports which are shared with all governors. These cover health, safety and welfare issues in line with our visions for the schools. Identified governors monitor progress regarding any targets identified. Governors respond with comments and questions by email or through an arranged meeting with the Headteachers.

- The head teachers present a termly report for health and safety (Health and Safety audit) to the whole governing body as part of the Premises Impact Report, and the 'Heads' Report to Governors.'

- The committee reviews the school's incident records for each term, and for each year, to identify any patterns or other indicators requiring management attention.

Communication and Information Management:

- There is a procedure for the routine checking of the HSE website for updates to the health and safety pages by the school's administrators, Lou Barker and Naimi White.

- The school has a clear system to ensure relevant health and safety information is passed to on to the relevant people within the school. Administrators know who is responsible for different subject areas and pass out information accordingly.

- The school Health and Safety policy is made available to staff and is displayed in the staff room, discussed with all new staff and brought to meetings of teachers, teaching assistants, admin staff and midday supervisors and then together with other relevant information.

Critical Incident Management and temporary staffing absences

- The school has a critical incident plan and a business continuity plan to ensure schools are best prepared for major incidents.
- The county's guidelines are followed and staff are aware of the advice.
- The school makes reliable arrangements to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

Health and Safety Induction Training

All staff receive an appropriate induction training including training that is matched to their specific work and responsibilities.

- Overview of the school's health and safety policy and organisational structure
- Tour of the premises
- Current health and safety priorities for the school including current COVID guidelines
- Communication and relationships with other departments, schools and Suffolk County Council.
- General health and safety advice, including the schools' own guidance and that from the LA and HSE
- The use of the incident reporting forms for incidents, hazards, work-related injuries and illnesses and fires.
- Where appropriate, curriculum specific guidance
- For certain staff (head teacher, finance, admin staff, caretaker, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available.
- Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment
- Lone working
- Smoking restrictions
- Fire evacuation and emergency procedures
- Introduction to recognised unions and the local representatives
- Employee problems and concerns - specific duties and responsibilities for the management of staff welfare
- Grievance procedures (as they relate to health & safety)-see separate whistle blowing and complaints policies
- Information on hazards that are specific to the school, and established controls or precautions
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Use and care of PPE (personal protective equipment) especially in the light of COVID 19
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Risk assessments (for example, arrangements for visits and trips)
- Physical examinations relating to statutory maintenance requirements e.g. electrical equipment
- Trained first aid personnel and first-aid facilities

- Fire extinguishers and blankets – location and use
- Access to well being advice, counselling and other staff support schemes
- **Security**
- Restricted areas and equipment
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students)
- Manual lifting and handling – general advice and risk assessment
- Safe stacking of materials
- Safety procedures for machines, including design technology equipment
- General housekeeping and maintenance of access.
- What to do in an emergency, including fires which start in class

Routine Updating Training

- Training is logged on by school administrators and recorded by SLT
- Refresher training for staff on health and safety matters is planned as appropriate.
- Records are maintained for all health and safety training attended by staff.

Personal Safety procedures, School Safe and control of violence

- Those staff, who may deal with anyone presenting challenging or threatening behaviour have been trained to the School Safe standard or an equivalent recognised standard.

- The school has a written procedure advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). There is a clear policy on reporting and investigating such incidents to the Headteacher.

- Visitors and people entering the building are monitored. They should sign in at reception fill in a track and trace/risk assessment and are issued with a badge or label.

- Visitors are clearly directed to use the main entrance to the school. Signs are clear and visible from the outside of the building and from the car park.

- A list of key holders is kept and the relevant authorities are promptly advised of changes to the list.

- The school has considered particular arrangements that may be needed to ensure the safety of lone workers. Such staff include the caretaker only (Forest) and caretaker/cleaners (Elveden) or such person deputising in their absence. Procedures are in place to monitor lone working by pre-agreed intervals of regular contact between the worker and supervisor. Lone working time must be kept to a minimum wherever possible.

- The school does not allow lone working of other members of staff. If staff wish to enter the school premises during school holiday time, they must do so by contacting the caretaker and arranging a mutually convenient time. In this instance, there must always be more than 1 member of staff on school site at any one time. This is to ensure the health and safety of all employees.

Planned Safety Checks

These can be broken down into 3 separate groups as follows:

Procedures
Equipment
Premises

Procedures

- The site manager carries out a visual check of outdoor play areas and equipment each day.
- Governors carry out a termly health and safety audit with the headteacher or the administrator.
- The Chair of Governors monitors Health and Safety issues and ensures these are followed up.

Equipment

- **All** equipment (not otherwise covered under other headings) is subjected to a **formal, appropriate**, **programmed** and **recorded** maintenance check. For example:
  - All indoor and outdoor sports and play equipment
  - Water system(s)- hygiene, temperature and legionnaires disease checks
  - Mechanical equipment used in design technology
  - Catering equipment, including ventilators
  - Ladders, stepladders and mobile scaffold/access equipment
  - Door closures, running gear and catches
  - Electrical equipment is checked regularly
  - The audit checklist is from The Key
  - The LA advice is followed.
  - The staff are aware (and reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use.

It is convenient to group electrical equipment on the basis of the risk, which then can lead to the development of a system in which the more vulnerable equipment is checked more often and more thoroughly. Low risk equipment, such as that which is not often moved and safer by design (e.g. double insulated) may not need to be tested more than once a year.

Premises

- The whole school site is inspected once a term by Governors. Inspections involving Property Advisers, condition survey reviews and other 'walk-round' visits may form **part** of the school's arrangements for checking the school, but inspections should take activities into account as well as the structure of the buildings, etc.
- Visual checks on certain items are carried out daily. For instance, fire exits and routes, fire and/or security alarm systems. **Such checks are essential to ensure that safety critical facilities operate as planned every day.**

Incident Reporting/Investigation

- The Incident Report form and associated guidance booklet is in use in the school.
- The necessary details are recorded on EVERY Incident Report Form however, there is no longer a requirement to send to the area office but this is still logged on school records. These details include the school's ID (4 figure DfES code) number, the nature of incident and other descriptive codes.
- The head teacher, or a designated and competent member of staff, signs, checks every Incident Report form before it is filed.
- Every incident is subject to investigation as appropriate with a view to preventing recurrence. The school reviews relevant risk assessments after any incident or near miss.
- The school's health and safety committee periodically reviews the incident history for the school and plan actions to reduce the likelihood of future incidents.

Coordination of Risk Assessment Work

Risk assessments may be required under many circumstances, currently we have an additional separate risk assessment for COVID – 19(see separate Risk assessment) but in general they will only need to be completed in schools when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist. An overview of the school premises and activities may assist with the general risk assessment and indicate the areas for more detailed risk assessment and control work. For some hazards, (including those which require major expenditure) longer term planning may be necessary for adequate risk control measures to be implemented.

Examples could be:

- the school may have limited space for pedestrian and vehicle access, creating a serious incident risk.
- the school grounds are used outside normal school hours by local youths – they may leave litter, bottles, or more dangerous articles such as needles and other paraphernalia
- The school field may be partly bounded by a natural hazard such as a thorny hedge or water filled ditch.
- The playground may be used as a car park or waiting area by parents and/or buses. Damage caused by the heavy usage may make the surface unsuitable for sports and play

The following are examples of risk assessments that are likely to be required due to the need for specific locally arranged precautions:

- First aid arrangements, (numbers of trained staff, level of training and equipment)
- Lone working situations, i.e. custodian security checks and locking up

- In some cases, new students, those returning after a previous exclusion or students transferring from other schools may present challenging behaviour for which the school will need to prepare. A specific risk assessment may be required to assist with identifying measures the school should take to assist staff to cope.
- Staff stress and well-being
- Educational visits and trips
- Tree maintenance
- Display screen equipment/workstations
- Manual handling
- New and expectant mothers
- Level of supervision in playgrounds and for play equipment
- Working at height

- Hinge protectors for doors
- Clinical waste
- Swimming pool supervision
- School fetes, drama productions, fireworks displays etc.
- Pedestrian safety where vehicles may be moving

Fire Procedures

- A fire risk assessment has been completed by Safety Boss. This can be incorporated into the general risk assessment mentioned in the preceding section.

- The fire risk assessment is reviewed whenever significant changes to the premises or the use of the premises are planned and, in any event, at least annually.

- Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom.

Arrangements have been made for people who may need assistance for example, disabled/wheel chair users to evacuate the building(s) in an emergency. A personal evacuation plan is required for any person requiring assistance to evacuate the building. This has training implications for any support staff or carers and arrangements. Training in the use of an EVAC chair (where provided) and practice must be provided so that all are confident and competent in its use. Information about the EVAC Chair can be obtained from http://www.paraid.co.uk/

- An evacuation practice is carried out once per term, as a minimum.
- All fire extinguishers are examined during annual maintenance checks.
- All key stages have a fire warden who are trained in the use of fire fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire.
- All key stages have a fire warden who are adequately trained in fire extinguisher use to enable them and their team to escape in an emergency. These positions are updated yearly with relevant training. The caretaker conducts the weekly alarm test or other tests (such as the emergency lighting checks and any automated fire brigade notification systems.)
- The details of the alarm and other tests, evacuation drills and fire precautions training are recorded in a suitable log book.
- Routine checks are undertaken of all fire exits and doors. The frequency of checks depends on circumstances, but should not be less than twice a term and generally need not be more than weekly. However, if public events are being held (plays, parents' evenings etc) fire exit route doors should be checked specifically for such events. **Records are kept in a fire precautions log book.**
- Wheelie bins are located away from the school building so that they cannot be used to set fires close to the school building.
- Arrangements are in place to ensure no 'hot work' is undertaken in the school without a permit (**see Form 13 procedure on Portal**)

The fire safety arrangements are checked with the safety consultant regularly.

Locally Organised Premises Maintenance, Repair and Improvement

- Procedures are in place to ensure the Form 13 procedure is followed.

- The relevant staff (Heads, admin, caretaker,) and H&S governors know about the asbestos procedures.

- Schools that procure services (such as cleaning, catering and grounds maintenance) must ensure that service specifications are adequate and that contractors (or the school's own employees) work to appropriate standards. Risk assessments and safe systems of work must be comprehensive and subject to periodic specialist audit. Examples of less common risks that must be controlled are noise, vibration, hazardous substances and pesticides.

First Aid – Training and equipment

- The first aid equipment is appropriately located.
- The named First Aider monitors stock levels in first aid kits and ensures maintenance and replenishment is managed.
- Procedure for disposal of clinical waste, including incontinence and sanitary waste is satisfactory(nappy bins are used)
- Records are kept of who is trained, and when their certificates expire. The whole school staff are adequately briefed about the school's first aid provisions. The list of trained first aiders is displayed.
- The schools have staff who are paediatric first aid trained.
- Injury reports are completed and any incidents investigated.
- First aid arrangements for visits and trips are well established.

Vehicle Control and Pedestrian Safety

- Only staff and delivery vehicles are permitted to enter and/or park on site – Routine deliveries are properly programmed and controlled.
- There is a staff car park and space at the front of the building.
- Vehicle movements are restricted during 8.30am-9am and 3pm-3.30pm
- Refuse collection vehicles do not present risks to any pedestrians (staff, pupils, parents etc.) on site.

Education Visits Coordinator (EVC)

- The schools use EVOLVE to plan and risk assess visits
- The current county council advice is being followed.
- The Head teacher is the school's nominated coordinator.
- The school has adopted a policy which follows the model provided by the county council.

Stress and Well Being

- The school has taken positive action to manage stress and well-being issues and buys into the schools choice wellbeing scheme and Duradiamond medical support.
- The school has a mental health first aider – Tammy Wright (Forest) Zoe Maguire (Elveden)
- The school carries out regular wellbeing surveys -
- The school actively seeks to cut workload and staff are encouraged to suggest how this can be achieved and the HTs record steps taken and the impact of actions.
- Stress and workload management issues are discussed and recorded as necessary. Free and confidential counselling service numbers are displayed in the staff room. Carefirst-lifestyle.co.uk 0801682143 **username** ssc001 **password** oice1234
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Child Protection Procedures

- The current county council guidance is followed and supported by a specific school policy. – Child protection and safeguarding policy

Supporting Pupils with Medical Needs

- The latest guidelines are followed.
- The school has a revised policy in light of recent changes, documenting the arrangements for the administration of medicines and for the management of medicines within the school.
- The head teacher has delegated to the named first aider, (Claire Edmeades) tasks of monitoring and reviewing the school's policy and practice relating to the supporting of student with medical needs.

Premises Security and visitor safety

- The school has undertaken a security audit and developed a Security Policy.
- Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site.

Contractors on Site

- Contractors always report to reception and must follow signing in guidance, DBS and letter of authorities
- All contractors are briefed about the school's fire procedures, smoking restrictions, local management arrangements, vehicle movement restrictions, safeguarding procedures and asbestos log etc.
- Contractors who make deliveries to the school are asked to avoid the start and end of the school day.
- **All** school staff (including caretaker/cleaner (Elveden) who may be on site earlier or later than other staff for short periods of time) are informed of areas to avoid for the duration of the work. Formal records of information given and when are recommended.
- The caretaker has been given responsibility for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced, materials are stored reasonably safely, etc.

Whilst this is not an exhaustive list, it is intended to be reasonably comprehensive. It will subject to revision as new topics arise.