



The Laurels Primary School

Health and Safety Policy

**This Health and Safety Policy has been approved and adopted by
Durrington Multi Academy Trust**

Effective from: *September 2020*

Next review date: *September 2021*

Statement of Intent

Durrington Multi Academy Trust believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of our schools. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, the occupiers and owners of premises and land adjacent to our premises in order to pursue our Health and Safety Policy aims.

Under the Health and Safety at Work Act 1974, the Academy Trust accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and other visitors using the school premises.

The Academy Trust believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the Trust's policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

Organisation introduction

Within this policy additional responsibilities are assigned to members of the school's senior leadership team and other key colleagues. Their specific responsibilities are documented below.

Health and safety responsibilities

The Academy committee has strategic responsibility for health and safety within all areas of the school's undertakings. The Academy committee is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with regulatory controls. Persons with specific allocated responsibilities for health and safety are informed of these responsibilities and have sufficient knowledge and experience to perform the task required. Health and Safety performance is reviewed regularly alongside the health and safety policy to ensure the document remains fit for purpose.

The Head Teacher supports the Academy Committee by ensuring that:

- This policy is communicated to all relevant persons
- Consultation arrangements are in place for staff and their Trade Union representatives
- Risk assessments of the premises are undertaken
- Emergency procedures are in place
- Appropriate records are kept of inspections and testing of equipment and services
- Accidents are investigated and any actions completed
- Advice from competent health and safety advisers is sought if necessary to comply with regulatory controls
- Leaders are competent in their duty to provide a safe working environment for staff and pupils and ensure policies and procedures are in place and monitored

The Director of Estates and Facilities manages the risk assessment process for the school and oversees the inspection and maintenance of equipment. Advises the Headteacher of situations or activities that could be hazardous to the health and safety of staff, pupils and visitors and is responsible for the day to day maintenance of schools across the trust.

Key Stage Leaders are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas,

as delegated by the Head Teacher or Academy committee. Curriculum leaders are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities. They must observe all instructions relating to Health and Safety and act in accordance with any specific Health and Safety training. Be familiar and competent in applying procedures for Fire, First aid and other emergencies.

Procedures and Arrangements

Our individual schools will have their own procedures for the following site-specific areas to eliminate or reduce health and safety risks to an acceptable level.

- Accident reporting procedures
- Asbestos
- Behaviour management
- Catering
- Cleaning
- Supervision
- Curriculum safety
- Off-site activities
- Fire/Emergency procedures
- First aid
- Inclusion
- Lone working
- Managing medicines
- Outdoor play equipment
- PPE
- Risk assessments
- Staff training and development
- Visitors

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident and Incident Reporting

All accidents and incidents, to staff, visitors and contractors are recorded by *Marica Walker*. Serious accidents are reported to WSCC using the online accident reporting system. Minor incidents to pupils are recorded locally

major injuries and direct visits to hospital are also reported to WSCC using the online system. *Marica Walker* is responsible for reporting accidents

The Director of Estates and Facilities will complete any relevant WSCC accident investigations and monitor accidents and incidents in order to identify trends.

Administering medicines

The school's Managing Medicines Policy details the procedures followed by the school and is based on WSCC policy and procedures. The lead for the administration of medicines is *Dawn Lancaster*. A copy of the policy is available from the school office.

Asbestos

The Laurels Primary school has no Asbestos the Trust are aware of.

Control of Substances Hazardous to Health (COSHH)

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH risk assessment files, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

Matt Angell is the designated person for ensuring that the COSHH risk assessment file for cleaning and hygiene products is kept up to date and communicated to relevant staff.

Contractors

Maintenance and servicing contractors receive a verbal induction to the school site, its facilities and emergency arrangements. Contractors undertaking large scale building work will have specific inductions and controls in place as part of their contract, this will likely be implemented and controlled by a main contractor. Contractors are continuously monitored whilst on site.

Brad Thrift is responsible for the management of contractors

Curriculum Safety

The governors recognise that some curriculum areas represent an increase in risk; these departments hold department specific health and safety

arrangements, which are regularly reviewed and communicated to the relevant staff.

Laura Talbot – responsible for Art and Design

Beth Collins – responsible for Physical Education

Heather Luxford – responsible for Science

Display Screen Equipment (DSE)

Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of *Alex Robbins* to ensure assessments are completed by relevant staff.

DSE user risk assessments will be reviewed periodically by *Alex Robbins*, at least annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE

Electricity

All portable electrical equipment within the school is to be tested in line with recommended frequencies and records of these tests will be held at the school.

Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.

A 5 yearly check of the fixed electrical installation is completed and records kept.

Electrical safety is managed by *Brad Thrift*

Emergency Provision/Business Continuity

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with WSCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by *Matt Angell*.

Fire Safety

Brad Thrift/Beth Collins, are the designated persons for fire safety within the establishment. The designated persons will ensure that:

- The school's fire risk assessment is kept up-to-date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained and maintenance records are kept.
- The fire safety equipment, e.g. fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and that there is access for fire fighters.
- Staff and pupils are practised in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.

They will also ensure that the establishment has in place an up to date **Emergency Fire Plan**, which details the procedures to be followed in the event of a fire. The plan must be prepared to ensure that people within the establishment know the action to take if there is a fire, and to ensure the establishment can be safely evacuated.

Where necessary, the Emergency Fire Plan will include the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

First Aid

The lead First Aider is *Dawn Lancaster*. Details of the school's first aid trained staff is displayed in the first aid room/area. *Dawn Lancaster* monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is provided at all times during the working day and after hours to cover breakfast and after school clubs and all staff members are aware of the arrangements in place.

Dawn Lancaster is the designated person for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed.

Food Safety

All aspects of catering services provided to students are managed by Chartwells, as part of their contractual obligations all staff receive appropriate food hygiene training. *Matt Angell* is the designated person to manage relations with Chartwells and resolve issues or concerns.

Glazing

The school holds an up to date Glazing Survey and regularly monitors glazing as part of the premises inspection. *Brad Thrift* is responsible for glazing management.

Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. *Brad Thrift* is responsible for gas safety.

Induction

All new employees are informed of the school's health and safety arrangements and procedures by *Marica Walker/Beth Collins*.

Marica Walker/Beth Collins deliver role specific inductions for new staff, *Marica Walker* completes a school tour covering Fire, Health and Safety and Risk management. All staff have access to a shared drive containing all health and safety documentation. New staff complete Health and Safety induction on Educare.

Lone Working

Lone working is discouraged, however where employees are required to work alone, the risks should be assessed and adequate controls put in place.

Matt Angell is responsible for risk assessing and producing lone working procedures.

PE and Play equipment

External and internal physical education (P.E.) and play equipment is serviced by *Universal*. P.E. equipment is checked prior to every use by the teaching staff any defects are reported immediately to the Head teacher. *Brad Thrift/Beth Collins* regularly monitors external play equipment and defects are reported immediately to the Head teacher. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by *Brad Thrift*, the inspections are recorded and resulting issues reported to the Head teacher. The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues using the defects log. *Brad Thrift* will arrange appropriate repairs/remedial actions.

Monitoring, audit and review

The Academy committee shall receive updates on any significant Health and Safety concerns and will regularly inspect and monitor the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by the Director of Estates. Who also reports termly to the Board of Directors.

Moving and Handling of Customers and the Manual Handling of Inanimate Loads

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling).

Where manual handling or moving and handling tasks are undertaken, *Matt Angell* will designate suitably competent staff to undertake risk assessments of the activities, and ensure staff working in these areas receive the necessary training and instruction.

Matt Angell is responsible for developing and reviewing moving and manual handling risk assessment.

New and Expectant Mothers

Any staff member who becomes pregnant is to inform the Head Teacher of this and an appropriate risk assessment is to be completed. The school recognises the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child. *Charlotte Bull* completes the risk assessment.

Off site activities

All off site activities are risk assessed using the WSCC system. The schools systems are audited by WSCC Outdoor Education Advisor. *Beth Collins* is the schools Educational Visit Co-ordinator (EVC)

Risk Assessments

Risk assessments are a legal requirement under health and safety law and the Head Teacher will assess all risks arising out of the curriculum and associated work which the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

Staff Welfare/Stress

The governing body considers staff welfare of paramount importance, and seeks to promote a work/life balance amongst their staff. The Head teacher is constantly monitoring staff workload and every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilizes the services of Health Assured and Occupational Health.

Training

The school ensures that all staff are provided with adequate information, instruction and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one to one supervision. Training records are kept and reviewed by *Marica Walker*.

Transport

Durrington High School's minibus may be used by The Laurels and is checked daily by *Brad Thrift* and records are kept. It is maintained and serviced in accordance with the law and records kept. Only staff that have completed

MIDAS training or hold a D class driving licence are permitted to drive the mini bus and are made aware of DMAT driving policy. Procedures are in place in the event of an emergency involving the minibus which are regularly reviewed, updated and communicated to staff.

Water quality

Brad Thrift is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced and reviewed by *Matt Angell*.

Working at height

Teaching staff should avoid working at height. Premises staff maintain the ladder log and are available for any high-level works. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained. A specific Risk Assessment is in place for the team managing display boards this is accompanied by HSE advice for low level step ladder use.