



Adelaide Primary School HEALTH AND SAFETY POLICY

November 2016

ETHOS AND VALUES

Adelaide Primary School is an exciting inner-city school that provides a first class educational experience to its children. We aim to ensure all our children are safe, enjoy coming to school, achieve highly and are very well prepared for life in modern Britain. To achieve this, all members of the Adelaide school community are expected to take responsibility and make a valuable contribution. Our core values of respect, equality and effort underpin all aspects of our work.

1. Statement of Intent

The Chief Executive under that Health and Safety at Work etc Act has ultimate responsibility for health and safety within Hull City Council. The Chief Operating Officer has been delegated the responsibility for the strategic management of Health and Safety. Governors and Head teachers fully recognise and accept their responsibilities as an employer under the Health and Safety at Work etc Act 1974.

Adelaide Primary School is committed to ensuring, so far as is reasonably practicable, a working environment and systems of work that are safe for any person who may be affected by the organisation's activities including employee, service-users, residents, students, contractors and visitors.

Adelaide Primary School is responsible for the delivery of a wide range of services and the way in which they are delivered can affect the health and safety of employees, pupils and visitor, therefore it is important to ensure that every part of the work is carried out safely. This means more than just aiming to comply with minimum legislative requirements and it requires commitment from all levels of the school.

Strategies have been developed and implemented across the council and are continually reviewed to maintain and improve our standards by ensuring:

- Implementation and maintenance of an effective Health and Safety Management System
- Safe working environments
- Safe systems of work, plant and equipment
- Adequate information, instruction, training and supervision to ensure all school staff can carry out their work in a safe, competent and professional manner
- Functioning pro-active and reactive performance monitoring system
- Clear communication and consultation channels

Health and safety is a line management responsibility and all managers must embrace health and safety management as an integral part of their duties. All employees also have a statutory duty to take reasonable care for the safety and health of themselves and others who may be affected by their acts or omissions. This includes complying with school policies and not misusing equipment provided in the interest of health and safety.

Specialist advisors are employed by the school to assist Head teachers and employees in fulfilling their obligations and those appointments are detailed in the health and safety policy.

School-wide management channels are maintained to encourage and promote effective consultation, co-operation and communication throughout the school.

This policy and statement of intent are to be brought to the attention of all employees at the earliest opportunity and made available to partner and other outside organisations as appropriate. All managers must ensure that any amendments to the policy or health and safety management procedures are timely and appropriately communicated to all staff under their area of responsibility.

The Hull City Council corporate health and safety policy, this policy and statement of intent will be reviewed annually and revised accordingly (at least every two years).

2. Organisation

2.1 Introduction:

To comply with the Statement of Intent the school's normal management structure have additional responsibilities, as detailed below.

An example organisational chart showing the school's health and safety management structure is at Appendix 2 and will require amendment to fit the school structure.

2.2 The Governing Body:

The Governing Body has the following responsibilities and must ensure that:-

- Set a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives
- Responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities
- Persons have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Health and safety performance is measured both actively and reactively and is reviewed annually
- Ensuring that the necessary physical, financial and human resources required to effectively implementing the health and safety policy and associated procedures are available
- Keeping themselves informed of any significant health and safety failures, and of the outcome of the investigation into their causes
- they consider and address any potential health and safety implications of all their decisions before they are taken
- health and safety is recognised as a core business function and fully integrated into the business activities of the school

2.3 The Head Teacher

The Head Teacher has the following responsibilities and must ensure that;

- Set a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives

- In liaison with the Health and Safety Team, head teachers shall develop local management arrangements to assist in the implementation of the Corporate Health and Safety Policy, related documents and specific procedures
- Ensure a Building Locations Manager is nominated for the school in liaison with the school Governors
- They must fully commit to the statement of intent for Health, Safety and Welfare
- A clear written local policy for health and safety is produced and that the policy is communicated to staff and others requiring the information
- Appropriate information on significant risk activities is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their representatives
- Ensure that all staff receive adequate training, instruction and supervision to enable them to effectively carry out their responsibilities
- Risk assessments of the premises and working practices are undertaken
- Safe systems of work are in place for identified risk factors
- Emergency procedures are in place
- Equipment is inspected and tested to ensure it remains in a safe condition
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents and investigations
- Arrangements are in place to monitor premises and performance
- All accidents are investigated and any remedial actions are implemented
- They report to the Governing Body at least annually on health and safety performance of the school

2.4 The Building Location Manager

The Building Location Manager has responsibility for the day to day management of their building and reports to the responsible person Head teacher on any matters that may compromise the safety of employees, contractors, visitors and others where immediate actions are not effective or applicable, this includes ensuring that

- The scheme of precautions to control the risk of Legionella, fire and asbestos etc are implemented fully by the Responsible and competent persons and bringing to the attention of the Health and Safety Team and significant deficiencies that may arise from building related council activities and reporting of ALL incidents
- A building forum is developed which meets at regular intervals with relevant representatives and that is chaired by them and/or nominated deputy (Terms of Reference are consistent with health and safety standards)
- There is a coordinated approach to common building arrangements where there is multi occupancy e.g. fire and first aid and that there is adequate communications maintained on matters relating to Health and Safety of building users
- They are responsible for ensuring that adequate control procedures are in place for contractors (in co-ordination with appointed persons)
- Co-ordinate and manage the annual risk assessment process for the school
- Co-ordinate the annual general workplace monitoring inspections and performance monitoring process
- Make provision for the inspection and maintenance of work equipment throughout the school including statutory inspections (LOLER)
- Ensure that staff are adequately informed in safety and welfare matters about their specific work place and the school generally

- Carry out any other functions required by the Head teacher or Governing body

2.5 Teaching/Non-Teaching Staff Holding Positions of Special Responsibility. This includes deputy head teachers, curriculum co-ordinators, clerical managers/supervisors and Care takers. They have the following responsibilities;

- Apply the schools Health and Safety Policy requirements to their own department or area of work and be directly responsible to the Head teacher for the application of Health and Safety procedures and arrangements
- Set a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues consultation and cooperation with employees and employee representatives
- Carry out health and safety risk assessments of the activities they are responsible for
- Ensure that all staff under their control is familiar with any health and safety procedure for their area of work
- Attempt to resolve health, safety and welfare problems from members of staff or refer them to the Head Teacher. Any problems that cannot be resolved locally should be forwarded to the HCC Health and Safety Team for advice
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a good record of these inspections
- Ensure, as far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety
- Investigate any accidents that occur within their area of responsibility
- Keeping the Head teacher informed on the Health and Safety performance of his/her department or area of responsibility (this could be facilitated by quarterly briefings, an annual report, etc.

2.6 Teachers

Class Teachers are expected to:-

- Set a personal example at all times with respect to health and safety practice
- Ensure that health and safety
- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies
- Follow particular health and safety measures in their own teaching areas as laid down in the relevant Guidance Procedures
- Give clear oral and written instructions and warnings to pupils when necessary
- Ensuring they inform the Head teacher or Head of Department on health and safety equipment or machinery that may be defective and of any other health and safety failing
- Integrate all relevant aspects of safety into the teaching process and where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation

- Undertaking risk assessments, identifying and implementing control measures, communicating the outcomes to employees and others as appropriate
- Report all incidents and dangerous occurrences to the Head teacher
- Keeping up to date with existing and revised health and safety legislation, standards and good practices relevant to their activities

2.7 Health and Safety Representatives

The Safety Representatives and Safety Committees Regulations 1977 (SRSC Regulations) prescribe the cases in which recognised Trade Unions may appoint safety representatives. Trade Unions and their Safety Representatives have an important role and the School welcomes and encourages their participation in the promotion of health and safety.

In addition to any responsibilities specified in other School policies the role of appointed Trade Union Safety Representatives includes;

- Setting an example at all times with respect to good health and safety practice
- For those employees they are appointed to represent, representing them in consultations with the School
- Assisting in ensuring effective co-operation in the development and promotion of health and safety at work
- Investigating potential hazards and dangerous occurrences at the workplace, examining the causes of accidents at the workplace and making representations to the School on matters arising from such
- Carrying out inspections of the workplace in accordance with the SRSC Regulations
- Investigating complaints relating to the health, safety and welfare at work of those employees they are appointed to represent and making representations to the School on matters arising from such
- Receiving information from the Health and Safety Executive (HSE)
- Representing in consultations those employees they are appointed to represent at the workplace with inspectors of the HSE, or any other enforcing authority as appropriate
- Attending relevant health and safety committee meetings

2.8 Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies
- Co-operate with school management in complying with relevant health and safety law
- Use all work equipment and substances in accordance with instruction, training and information received
- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places
- Report all incidents in line with current incident reporting procedure
- Act in accordance with any specific health and safety training received inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements

- Exercise good standards of housekeeping and cleanliness
- Co-operate with appointment Safety Representative(s)

2.9 Pupils

Pupils, allowing for their age and aptitude, are expected to;

- Exercise personal responsibility for health and safety of themselves and others
- Observe standards of dress consistent with health and safety and/or hygiene
- Observe all the health and safety rules of the school of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

3. Procedures and Arrangements

3.1 Introduction:

The following procedures and arrangements have been adopted to ensure compliance with Statement of Intent.

3.2 Risk Assessments

- General risk assessment – will be co-ordinated by; **Paul Plumridge, Lynn Cawood and Andy Smithson**
- New and expectant mothers risk assessment – will be carried out by; **Paul Plumridge and Lynn Cawood**
- Curriculum activities assessment – Risk Assessments for Curriculum activities will be carried out by the **class teachers** and **subject co-ordinators**
- Fire safety assessment – A site-specific fire risk assessment has been carried out by **M & L Fire Risk Associates**
- Manual handling assessments – Manual handling risk assessments will be carried out (co-ordinated) by **Paul Plumridge and Suzanne Adkinson**
- Computers and Workstation assessments – Workstation DSE assessments will be carried out by **Lynn Cawood**.
- Hazardous substances – **Andy Smithson** is responsible for identifying and assessing hazardous substances within their area of responsibility, for which no generic assessment exists in the 'Caretaking' manual.
- Violence – Assessment of the risks of violence to staff will be carried out by **Paul Plumridge and Lynn Cawood**

3.3 Emergency Procedures

- Fire and evacuation procedures are detailed in Appendix 2.
- First Aid - this is provided as a practical example for guidance purposes. Individual premises should record their own arrangements
- First Aid boxes are provided at the following locations Main school medical room
- The following staff are available to provide first aid:
- Certified Paediatric First Aiders (Ofsted requirement for children up to age 5)
 - **Juliet Rose**
 - **Ann Marie Musgrave**
 - **Sharon Bell**
 - **Shelly Storey**
 - **Garry Butler**
 - **Tracey Easter**

- In event of needing first aid assistance, either:-
 - Locate the nearest first aider (and cover their class if required)
 - If an ambulance is required, call '999'
 - Transport to hospital
 - No casualty should be allowed to travel to hospital unaccompanied. **Paul Plumridge or SLT member** will designate an accompanying adult in emergencies where parents cannot be contacted

- Incident/accident reporting
 - Accident reporting is done by a carbonised slip sent to parents stating where, when an accident has occurred and the procedure carried out and by whom. Accidents of a serious nature would be reported to RIDDOR

- Bomb hoaxes and bomb alerts
 - The Head Teacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of a fire or an incident. The control point from where such an incident will be handled is **Salvation Army building, Adelaide Street**. The signal (alarm) for evacuation of the building (if necessary) will be activated at a call point and normal evacuation procedure should be followed.

- Gas Leaks
 - Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone - **0800 111 999** if there is a slight smell of gas, the first action should be to check all gas appliances are switched off. This may clear the smell of gas. Windows should be opened

- Chemical spills
 - All science/design and technology/art teachers and technicians should follow guidance contained in the CLEAPPS Hazards
 - Other areas should follow procedures as identified in relevant COSHH assessments

3.4 Radiation Protection Advisor

Hull City Council has appointed a Radiation Protection Advisor (RPA) for Local Authority schools as the competent person. They will provide advice to ensure compliance with legal requirements; further advice can be sought from the Health and Safety Team.

- The Radiation Protection Officer (RPO) is responsible for addressing routine issues. When issues cannot be addressed at local level, the RPO will contact the RPA
- The Radiation Protection Supervisor have the day to day responsibility for the security, safe storage, use and monitoring of radioactive sources in the school and that staff understand local policy and procedure.

4. Health and Safety Training

- Health and safety induction training will be provided for all new employees by; **Suzanne Adkinson**
- School specific courses should be detailed as appropriate
- Note: A range of courses are offered by Hull City Council and these can be found by contacting the Health and Safety Team.

The following professional bodies offer school specific training

- CLEAPPS offer a range of courses for science and design and technology
- The Association of British Theatre Technicians (ABTT) offer a range of drama courses
- National Society for education in Art and Design (NSEAD)
- Training and Development Agency for schools (TDA) national CPD database
- Design and Technology Association (DATA): Teacher accreditation scheme

4.1 The following health and safety training will be undertaken by the relevant staff the following areas

Insert all staff courses here i.e. Science, Caretaking, Outdoor education etc.

Training to be decided as needed

5. Inspection and Testing of Plant and Equipment

5.1 Statutory inspections:

All plant and equipment requiring statutory inspection and testing (i.e. Steam Boilers, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by Allianz. Heads of Department will be responsible for ensuring that an up to date inventory is kept of all plant and equipment and that Insurance and Loss control are informed of any new installation/any removal of equipment/change of usage etc.

5.2 Portable electrical appliances:

Inspection and testing of portable electrical appliances will be carried out by **NPS Service Agreement**

5.3 Equipment maintenance

Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified, implemented and an up to date inventory is kept.

5.4 Ladders and access equipment

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment following guidance or advice from the Health and Safety Team.

6. Health and Safety Monitoring

6.1 Inspection of premises

- General workplace Inspection will be co-ordinated by **Andy Smithson**
- Monitoring inspections of individual key stages will be carried out by Key Stage Co-ordinators

7. Consultation and Communication of Information

7.1 Consultation:

The Governors Premises/Health and Safety Committee (or equivalent) meets termly and discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management. Committee members are:

Paul Plumridge
Marion Brown

Lynn Cawood
John Illingworth

- The Trade Unions' appointment Safety Representative(s) on the staff is/are:

7.2 Communication of information:

- The head teacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document
- The Health and Safety Law poster is displayed at; main school office
- Health and Safety advice is available from **Lynn Cawood** this will be the school Hull City Council Health and Safety Officer for Schools

8. Premises Management

8.1 Supervision of pupils:

- Arrangements for supervision of pupils are as set out by the SLT

8.2 Security and visitors

All visitors must report to **main school office** where they will be asked to sign the visitors' book and wear an identification badge.

8.3 Vehicles on Site/Parking

- Cars must be parked in designated areas
- The risks of persons and vehicles coming into contact will be controlled by; **Paul Plumridge and Lynn Cawood**
- Delivery/contractor vehicles must park at; **main school car park**
- Arrangement for disabled persons; **disabled parking bays near new classrooms**

8.4 Building maintenance:

- General building maintenance is carried out by; **Andy Smithson**
 - **Andy Smithson** will be responsible for ensuring that all identified general building maintenance is carried out by either **NPS or approved contractor**
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8.5 Asbestos Management

- The asbestos register is held at **Main School Office**
- **Andy Smithson** is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified with Hull City Council Property and Asset Team. (or the relevant asbestos management team)

8.6 Control of contractors

- All contractors must report to **main school office** where they will be requested to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions
- **Andy Smithson** is responsible for monitoring areas where the contractor's work may affect staff and pupils for keeping records of all contractor work

8.7 Lettings management

- Lettings are managed by **Lynn Cawood** following the 'Lettings' policy and procedures

9. Other Procedures

9.1 Emergency response management:

- The local Authority's 'emergency response' guidelines are followed and staff are made aware of the advice given, in conjunction with the school site-specific emergency response procedures

9.2 Managing medicines:

- Prescribed medication will be administered to pupils following guidance contained in the administration of medicines policy and DFES guidance **Helen Williams** has been nominated as responsible persons for control of administration of medicines to pupils

9.3 Educational Visits:

- Educational visits will be organised following guidance contained in DfES (DCSF) documentation with advice from the Educational visits consultant. The Educational Visits Co-ordinator (where appointed) is; **Paul Plumridge**

10 Reference Documentation

10.1 All reference documentation relating to this policy and the School's Health and Safety management systems can be accessed via; **the school office**

11. Consultation

11.1 The development of this policy has been subject to a consultation process and ratified by the full governing body of Adelaide Primary School

12. Communication and Dissemination

12.1 This policy is available; **from the school**

13. Policy Review

13.1 This policy will be reviewed annually and republished on a three yearly basis or sooner if required.

Appendix 2

FIRE AND EVACUATION PROCEDURES

- Fire notices are displayed near each classroom and school exit door
- Escape routes are checked by Andy Smithson regularly]
- Fire Extinguishers are maintained and checked by The Fire Brigade, annually
- Alarms are tested by Andy Smithson – weekly and full alarm practice done termly
- Emergency evacuation procedure will be tested once every term
- All of above are recorded in the Fire Log Book
- Premises evacuation arrangements – in case of an alarm being activated are as follows

ADELAIDE PRIMARY SCHOOL FIRE PROCEDURES

ALL STAFF MUST ENSURE THAT THEY SIGN IN AND OUT OF THE BUILDING AT THE BEGINNING AND END OF THE DAY, AND IF LEAVING/RE-ENTERING SITE FOR ANY OTHER REASON e.g LUNCHTIME, MEETING ETC. FAILURE TO DO SO COULD RESULT IN DISCIPLINARY PROCEDURES

UPON HEARING THE FIRE ALARM

1. Staff should leave the building and muster at their appropriate assembly point. Class room doors must be CLOSED behind you. Class teachers should ensure that they have their fire register with them (laminated class list), which should be placed near to the classroom exit at all times. Office staff should ensure spare fire registers and the Fire Emergency Evacuation Pack is taken outside. (this is a red box file in the main school office behind the door)
2. Volunteers and Visitors should evacuate the building by the nearest exit and assemble at the appropriate assembly point – which is under the large white canopy on the playground. Visitors who are not class based should go to the assembly point in front of the main entrance.
3. Class teachers should take a register using the fire register. Any unaccounted for children should be checked against early leavers/late arrivals book that the office staff will have.
4. Staff should ensure that children in their class are aware that should they be out of class when an alarm sounds, they should leave the building via the nearest exit and report to the nearest member of staff.
5. Once all visible children/visitors/staff have been accounted for, teachers should inform the Head teacher or the Deputy in his absence if anyone is unaccounted for.

LUNCHTIME PROCEDURE

Should the Fire Alarm sound during the lunch break the following procedures will still apply, but the children will be taken to their appropriate Fire Assembly Point by the Child Supervisory

Support Assistant with responsibility for their year group and staff in school should go to their normal assembly point to assist.

OUT OF SCHOOL HOURS

Should the alarm sound out of school hours when there are no children in school, all staff should assemble outside on the playground. If a member of staff is running an after school club and the alarm sounds, they should escort the children in the club to the assembly point on the playground.

POINTS TO NOTE

Classroom based staff should all be aware of any Personal Evacuation Plans for children in their class with temporary/permanent disabilities. (This is especially important if the child is in one of the upstairs classrooms)

Fire Emergency Evacuation Pack will contain:

- **Emergency telephone numbers**
 - **Gas**
 - **Electricity**
 - **Water**
 - **Salvation Army – Evacuation off site**
 - **Guildhall**
- **Code for combination locks to the gates**
- **Spare Asthma pump**
- **Epi pens of children in main school**
- **Plastic gloves**

HEALTH AND SAFETY ORGANISATIONAL CHART

