

Totley Primary School



Health and Safety Policy

Date Reviewed:	January 2017
Reviewed by:	Nicola Wileman
Policy to be reviewed by:	January 2019

Totley Primary School

This policy includes our Statement of Intent, our organisational structure of responsibilities and the methods by which we will achieve a safe working environment for staff, pupils, visitors and other users of our site.

Introduction

Under the **Health and Safety at Work Act 1974**, every organisation that employs five or more people must have a written Health and Safety Policy. Although the Children and Young People's Directorate (CYPD) has a safety policy it is important that individual schools have their own site specific policy so that roles and responsibilities are clearly understood.

Your Health and Safety Policy will state your intention to work safely and should be a useful tool to help your school achieve its objectives.

Your school is unique. This booklet will allow you to produce a policy that is tailored to the way you work. Please remember that the list of health and safety issues shown in this booklet is not exhaustive, add any others that are relevant to your work and the premises.

This policy should also cross-refer to any other relevant supporting documentation that may be available in school.

Making The Policy Work

Everyone working in your school, from the Head teacher to new members of staff has their own role and responsibilities. Involve people that work with you so that everyone understands their responsibilities and can act on them. It is a legal requirement to communicate your safety policy to all employees.

Help And Advice

Advice on any health and safety matter can be obtained through the Children and Young People's Directorate Safety Advisers. Some useful telephone numbers are attached to the policy.

This is the Health and Safety Policy of:
School [Totley Primary School](#)

Address

[Sunnyvale Road](#)
[Totley](#)
[Sheffield](#)
[S17 4FB](#)

Policy Statement

The Head teacher, Governors and staff at this school are committed to providing a safe and healthy environment for all users of the school.

As a school, our educational priorities aim to:-

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which students enjoy and take pride in their achievements.

Quite clearly these educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where governors, the Head teacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

Aims

To ensure that the school is always a safe and healthy place in which to work.

To provide plant, equipment and systems of work that are safe and without risks to health

To raise awareness among all users of the school as to their responsibility for themselves and others.

To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work

To ensure the dissemination of all relevant information from the CYPD and other bodies to the correct user[s].

To regularly monitor and review safety procedures throughout the school.

To create and update a central file containing relevant health and safety information.

This safety policy will be regularly reviewed and updated

Responsibilities

1 Overall responsibility for the management of health and safety in the school is that of

Nicola Wileman (Head Teacher)

2 Responsibility for the following areas is that of

Area of Work

Educational visits

Name

Ben Paxman

Area of Work

Science

Name

Anita Goodbody

Area of Work

Design Technology

Name

Kate Llewellyn/Katie Simpson

Area of Work

P.E.

Name

Ben Paxman

Area of Work

Food Technology

Name

Kate Llewellyn/Katie Simpson

Notes

In this section you should identify and allocate the specific roles and functions to appropriate members of the school management team and faculty heads with competence in specific areas (e.g. Science, D & T, PE, Food Technology, Educational Visits, etc)

General Responsibilities

The Governors Will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of the CYPD, the governors, through the Head Teacher, will inform the CYPD of the problem and assess the hazard in order to render the problem area safe.
- Deal with any health and safety problems brought to them by the Head Teacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the LA's Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Help prepare and implement a "site-specific" health and safety policy
- Confirm compliance with LA policies and procedures
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training.
- We will ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way

The Head Teacher Will:

- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Carry out suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school. Further, to act upon those assessments in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, instruction and supervision for all members of staff.
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way

All Staff Members Will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the schools policies and procedures and follow any Codes of Practice produced by the CYPD.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school or on educational visits.
- Attend health and safety training courses as appropriate.
- Bring to the attention of the Head Teacher any accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Head Teacher any problems that they feel that they cannot deal with themselves.
- All those who work in our school have the responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with their managers.

Risk Assessment

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

Risk Assessments must be recorded. This could be in the CYPD's Generic Risk Assessment booklets or on the risk assessment form (a blank assessment form can be found at the back of each of the generic booklets). The booklets must be kept on the school premises. Risks should be assessed periodically, following an accident, on the introduction of any new process/equipment and also any change in circumstances. Educational visits also require a written risk assessment

Shown below are the name(s) of the staff assisting with the assessment process as well as details on when they will be carried out and our updating systems.

The following people assist with the assessment process for their individual area of work:

<p>The following people assist with the assessment process for their individual area of work: Name Ben Paxman and Nicola Wileman</p> <p>Comments To oversee all risk assessments and any problems these may identify. To check all risk assessments related to off site visits. These risk assessments are written by staff members and given the go ahead by headteacher.</p>
<p>Name Dave Larson</p> <p>Comments Building Supervisor to carryout Fire Risk assessment and Health and Safety risk assessment with head teacher.</p>
<p>Name</p> <p>Comments</p>
<p>Name</p> <p>Comments</p>

It is the Head Teachers responsibility to ensure that risk assessments are carried out. However the Head Teacher may request the assistance of competent staff in carrying out a risk assessment.

Fire

An outbreak of fire in a school can be extremely serious. Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each building to have an up to date fire risk assessment. This should identify all sources of heat with the potential to cause fire e.g. gas heaters, bunsen burners, cookers etc. and also consider the storage of combustible materials.

Nicola Wileman is responsible for ensuring that a Fire Risk Assessment has been carried out and also that there is a process in place for reviewing/updating this on a regular

Fire drills are carried out once per term and are recorded in the Fire Precautions Log Book.

Nicola Wileman and Dave Larson are responsible for ensuring that fire drills are carried out.

Various other fire precautions should also be recorded in the logbook e.g. fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire Officers visits.

Nicola Wileman and Dave Larson are responsible for ensuring that the Fire Precautions Logbook is kept up to date.

The Fire Precautions Log Book is kept **in the Head teacher's office**.

When the school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc)

Ongoing monitoring is required to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors should be kept closed to stop fire spreading. Hydraulic door closers should be maintained to ensure correct operation (damage to these closers is very common in schools).

Permission to Work

The CYPD Permission to Work process is in place at this school.

Intrusive Work

A permission to work process must be followed for any work that is intrusive to the structure of the building.

Nicola Wileman is responsible for ensuring that the CYPD Assets Team are informed, via the permission to work scheme, at the planning stage of any such work.

Non-Intrusive Work

Dave Larson is responsible for ensuring that all non-intrusive work is risk assessed and a log kept in a site workbook.

The Non-Intrusive Workbook is located **in the building supervisor's office**.

The Workbook needs to be kept up to date and available for inspection.

Asbestos

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings and in many products. It was mainly used because of its fire proofing and insulation qualities.

There is an Asbestos Register on site.

This is kept **in the Building Supervisor's office**.

NB. The location of the register is important, as it must be readily available to all who need to consult and sign it.

The Head Teacher, as the duty holder under the **Control of Asbestos Regulations 2006**, has responsibility for the management of asbestos on site, although some functions and day-to-day issues may be delegated to other competent and trained members of staff.

Nicola Wileman and Dave Larson are responsible for ensuring that the asbestos register and the information within is brought to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work.

(Examples are site staff, surveyors, contractors, computer technicians, visitors, helpers etc)

Asbestos survey information in the form of Asbestos Management Reports and localised survey reports are kept in the asbestos register.

A permission to work process must also be followed for any work that is intrusive to the structure of the building.

Where invasive building works are to be carried out on the school premises (E.g. refurbishment, demolition, additional electrical wiring, installation of whiteboards and projectors etc) a more in depth, type 3, asbestos survey must be carried out at the planning stage and certainly before work commences. (A CYPD Assets Officer can help to arrange the appropriate survey if needed.)

This survey must cover the full scope of works.

Nicola Wileman and Dave Larson are responsible for ensuring that the CYPD Assets Team are informed, via the permission to work scheme, at the planning stage of any such work.

Nicola Wileman is responsible for liaison with the CYPs Assets team to ensure

- the condition of asbestos materials are reviewed.
- any asbestos hazard risk assessments reviewed.
- any floor plan changes are recorded and updated.

As long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

Asbestos Hazard Management

This section deals with how specific asbestos hazard items are managed. This can be as simple as where pupils are allowed to gather or not, or more complicated arrangements where key holding may be required for restricted access.

Nicola Wileman is responsible for ensuring that any asbestos hazards that require specific management instructions are logged in this section. Also this person is responsible for making sure this information is understood by anyone who will need to know.

Hazard Reference	HAZ06692 HAZ06691 HAZ06696 HAZ06697 HAZ06698 HAZ06699 HAZ06700
Location	All the above hazards are located in the boiler room (01/056)
Management Instructions	This hazard has now been cleared. Please refer to Air Monitoring reports in Asbestos folders

Please refer to Asbestos register for detailed information.

Legionella Risk Management

Legionnaires' disease is a type of pneumonia. It is an uncommon but serious disease.

The germ which causes legionnaires' disease is a bacterium called Legionella pneumophila. People catch legionnaires' disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium. However, most people who are exposed to Legionella do not become ill.

Legionnaires' disease does not spread from person to person.

The bacterium which causes legionnaires' disease is widespread in nature. It mainly lives in water, for example ponds, where it does not usually cause problems.

Outbreaks occur from purpose-built water systems where temperatures are warm enough to encourage growth of the bacteria, eg in cooling towers, evaporative condensers and whirlpool spas (tradenname Jacuzzi) and from water used for domestic purposes in buildings such as hotels and schools.

A Legionella Survey has been carried out at this school.

The Legionella Survey Report is located in **the buildings supervisor's office**

A Legionella Maintenance Program to prevent the occurrence of legionella bacteria is required at this school.

The Legionella Maintenance Program is located within the Log Book which accompanies the Legionella Survey Report.

Nicola Wileman is responsible for ensuring

- that the recommendations of the report are carried out.
- that appropriate members of staff are trained to understand the reports and carry out or arrange for work required in the maintenance program.

Nicola Wileman is responsible for ensuring that a competent person reviews the information in the Legionella Survey Report at least every 12 months or when changes occur to any systems affected.

Dave Larson is responsible ensuring the activities in the maintenance program are up to date and carried out on time.

Dave Larson is responsible for carrying out or arranging the maintenance program and documenting the activities in the Log Book which accompanies the Legionella Survey Report.

Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents to our staff or pupils will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

Nicola Wileman will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported to the incident call centre (0845 300 9923) and also to the CYPD's Health and Safety Advisers. The Safety Advisers can give assistance in investigating accidents.

Mel Fetch will record all accidents in our accident book which is kept in **the main admin office**

Nicola Wileman will review any accident reports.

Nicola Wileman will carry out any accident investigations to see what lessons can be learnt and how similar incidents can be avoided. Risk assessments will also be reviewed in light of any lessons learnt.

The CYPD Code of Practice (10) will be adhered to following an accident.

First Aid

Under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This should include arrangements for first aid based on a risk assessment of the school.

All staff hold a relevant first aid qualification. There are first aid points in the main school office and by the doors to both yards. **Mel Fetch** is the nominated first aider for the school. **Carol Crompton** and **Trish Nicholson** have attended Paediatric first aid training.

Mel Fetch keeps records of qualifications on site and there is a procedure in place for revalidating first aid certificates. The records are kept **in the main Admin office**

Mel Fetch is responsible for ensuring that the First Aid boxes, located around the premises, are restocked.

A defibrillator is held in the main Admin office and clearly accessible to all. 6 staff are trained to use it but all staff have been given a brief guide on how and when this machine can be used.

Consideration should also be given to the level of first aid provision that is required on off-site activities.

In line with DCSF guidance there should be 1 first aider for every 100 people on site. This is usually made up of 2 four day qualified first aiders, with the remainder being 1 day trained.

Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The maintenance and repair of electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician. (This is carried out automatically for those that subscribe to the **Leaf Premises Package**)

Portable electrical equipment should be inspected, tested and maintained in accordance with CYPD advice. This is set out to comply with the Institute of Electrical Engineers Guidance.

Any personal electrical equipment brought in by staff will be classed as school equipment and should not be used until it has been PAT tested.

Dave Larson is responsible for arranging the testing and maintenance of portable electrical appliances.

The test certificates and recommendation documentation is kept **in the building supervisors office**

*This school arranges the testing and maintenance the fixed electrical installation through the **Leaf Premises Package**.

Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (CORGI registered) Contractor on an annual basis.

Dave Larson is responsible for arranging the testing and maintenance the gas appliances. (This is carried out automatically for those that subscribe to the **Leaf Premises Package**)

Gas servicing certificates and recommendation documentation is kept **building supervisor's office**

*This school arranges the testing and maintenance the gas appliances through the **Leaf Premises Package**.

*This school does not arrange the testing and maintenance the gas appliances through the Leaf Premises Package. **Dave Larson** is responsible sending copies of any reports and recommendations to the CYPD Assets Team.

In case of heating breakdown, there may be a need to bring in supplementary heating (usually Calor gas). Help and advice can be obtained from The CYPD Assets Team.

Code of Practice No 25 in the Health and Safety Manual gives clear advice on this issue.

Substances

The **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

The COSHH regulations do not solely apply to cleaning products. Consider cleaning, decoration, maintenance works, janitorial, science, design and technology, art etc.

There is an inventory on site of all hazardous substances

Nicola Wileman is responsible for ensuring the appropriate staff are informed or trained regarding hazardous substances or when handling hazardous substances.

Nicola Wileman is responsible for keeping the inventories up to date.

Data sheets are available on site for all hazardous substances that are being used. Additionally separate risk assessments are carried out for the work processes.

Nicola Wileman is responsible for ensuring that data sheets are available on site and that appropriate assessments have been carried out.

Nicola Wileman and Dave Larson is the authorised person to approve purchases of hazardous substances.

Site Safety and Security

Dave Larson is responsible for ensuring that regular inspections of the external areas of the site are carried out. The following checks are carried out at this site.

Item	Frequency
Fencing, walls and access gates	monthly
External Surfaces (Condition / Dangerous Objects)	monthly
Trees (Consult Tree Survey if available)	See survey
Services (Manhole Covers, Drainpipes, Guttering, Gas Governors, Electrical Sub Stations)	monthly

*A security intruder alarm system is installed at this site.

***Ashton Alarms** is responsible for the maintenance and running of the security intruder alarm system.

***In cases of emergencies outside normal hours the following people can be contacted.**

Name	Telephone Number
Nicola Wileman	07812075061
Dave Larson	
Ben Paxman	07940789505

* Denote as appropriate

Children And Young People's Directorate

Useful Contacts

Health and Safety Advisers

The CYPD's Safety Advisers and Occupational Health Nurses are based at the
Bannerdale Centre
125 Carterknowle Road
Sheffield S7 2EX

Name	Position	Telephone Number
Aileen Dunn	Occupational Health & Safety Manager	0114 2930 913
aileen.dunn@sheffield.gov.uk		
Claire Hallam	Senior Safety Adviser	0114 293 0911
claire.hallam@sheffield.gov.uk		
Sarah Green	Safety Adviser	0114 203 0912
sarah.green@sheffield.gov.uk		
Alan Rowe	Safety Adviser	0114 203 0912
alan.rowe@sheffield.gov.uk		
Ashley Snelson	Clerical/Admin Officer	0114 203 0911/2
ashley.snelson@sheffield.gov.uk		
CYPD Health and Safety FAX 0114 203 0914		

Occupational Health Nurses

Name	Position	Telephone Number
Deborah David	Senior Occupational Health Nurse	0114 2930 913
deborah.david@sheffield.gov.uk		
Gillian Lang	Occupational Health Nurse	0114 2930 913
gillian.lang@sheffield.gov.uk		
Gillian Bromley	Clerical/Admin Officer	0114 2930 913
gillian.Bromley@sheffield.gov.uk		

Useful Websites

www.leafonline.co.uk/

www.hse.gov.uk

www.dfes.gov.uk

Codes of Practice

Codes of Practice are produced by CYPD and cover many aspects of school safety. Copies of these are kept in the Health and Safety Manual which is kept **on SchoolPoint and HTs e-file**

Nicola Wileman is responsible for ensuring the Health and Safety Manual is up to date.

Nicola Wileman is responsible for ensuring the codes of practice have been brought to the attention of all members of staff.

The Health and Safety Manual is available for use as a source of reference when carrying out a task (e.g. planning an educational visit or setting up portable gas heaters in the event of a heating breakdown).

Copies of the Codes of Practice can be obtained from the CYPD Health and Safety Team 0114 203 0911.

See next page for a list of the codes of practice.

Codes of Practice

1. Management of Health and Safety at Work Regulations 1999
2. Workplace (Health, Safety and Welfare) Regulations 1992
3. Fire Precautions (Workplace) Regulations 1999
4. Display Screen Equipment Regulations 1992
5. Manual Handling Operations Regulations 1992
6. Personal Protective Equipment Regulations 1992
7. Provision and Use of Work Equipment Regulations 1998
8. Lifting Operations and Lifting Equipment Regulations 1998
9. Control of Substances Hazardous to Health Regulations 1999
10. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
11. First Aid at Work Regulations 1981
12. Guidance on the Cleaning of First Aid Spillages
13. Guidelines for the Use of Disposable Gloves in Schools
14. Guidelines for Staff Organising Educational Visits
15. Guidelines for Staff Organising Foreign Visits
16. Guidelines for Staff Organising Visits to Farms
17. Special Events
18. Safety and Ponds in School Grounds
19. Safe Carriage of Children and Young People on Private Hire Journeys
20. Managing Violence at Work
21. Asbestos and its Treatment in Educational Establishments
22. Contractors on School Premises
23. Use of Volunteers (Construction and Renovation Work)
24. Working at Height
25. Calor Gas Heaters
26. Trade Union Access
27. Mobile Goal Posts
28. Finger Safe Devices
29. Motor Vehicles Entering or Being Driven on Council Premises
30. Needlestick Injuries
31. Disposal of Clinical and Sanitary Waste
32. Guidance on Organised Firework Displays/Bonfires
33. New and Expectant Mothers
34. Working Alone
35. Working in the Sun
36. Control of Noise at Work Regulations
37. Carriage of Dangerous Substances

Additional Arrangements For Keeping Our School Safe

As this policy is site specific you may wish to identify specific roles and responsibilities here.

Consideration should be given to the following issues in school:

- Premises Related issues such as visitor/contractor supervision, deterioration in condition, trips hazards etc
- Administration of Medicines
- Work Experience (for Secondary Schools)
- Transport/Minibus issues
- Swimming/Hydrotherapy Pools
- PE activities
- Design & Technology
- Science
- Food Technology
- Drama

This list is not exhaustive....