



## **HEALTH AND SAFETY POLICY HELPSBY HILLSIDE PRIMARY SCHOOL**

### **1. HEALTH AND SAFETY POLICY STATEMENT**

- 1.1 Helsby Hillside Primary School recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.
- 1.2 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the School's management systems.
- 1.3 The purpose of the Policy is:
- To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
  - To set out duties and responsibilities.
  - To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met.
  - To emphasise the importance of keeping hazards under control by making an assessment of operating risks.
- 1.4 The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.
- 1.5 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.

### **2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

- 2.1 The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated himself to be the Health and Safety Co-ordinator and Mr Terry

O'Neill to be the named Health and Safety Governor. Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

## **Risk Assessment**

- 2.2 The underlying process, which secures this Policy, is risk assessment. Assessments of any risks relating to the school premises inside and out, delivery of the curriculum and visits offsite will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher, school business manager, site maintenance officer, class teachers and subject leaders and all staff to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LA risk assessment process.

Risks to consider for staff include working with display screens, working at height, lone working, manual handling, pregnant workers and managing work related stress.

## **2.3 Educational visits**

Visits offsite require specific risk assessments, additional planning and approval from the headteacher. Residential visits also require the approval of the governing body and LA. Written consent should be requested from parents/carers for each visit.

The school has appointed an Educational Visits Co-ordinator (EVC) who has received relevant training and liaises with the LA's learning outside the classroom (LOTC) advisor to assess and manage risks. All external providers must have an LOTC quality badge or be checked to ensure they are an appropriate organisation. All visits including sporting events and local visits require a risk assessment which are recorded and approved on the LA's Evolve (Educational Visits Approval) system.

## **Consultation**

- 2.4 Employees with concerns should normally raise them with the Headteacher or Health and Safety Co-ordinator. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator, who will seek advice from the Departmental Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

## **Contractors and School Partnerships**

- 2.5 Contractors carrying out cyclical and statutory maintenance and works relating to improving the condition of the school premises will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the School's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the School's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control. The School will use CCS Cheshire Ltd to undertake this role.

School linked partners and hirers, will exchange health and safety policies and procedures with the School and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the School. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

## **Inspection and Monitoring**

- 2.6 The Headteacher / Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body via the Building and Maintenance Committee.

The school buys in health and safety services from the LA, which includes an annual health and safety and hygiene/environmental health inspections.

## **2.7 Premises management**

Statutory inspections of the following are carried out cyclically by approved contractors in compliance with the legislative requirements relating to the use, occupation and maintenance of lands and buildings;

Air conditioning systems, asbestos management, boilers and gas installations, pressure units and blending valves, extractor fans and heaters, electrical fixed wiring, portable appliance testing (PAT), emergency lighting and fire alarm servicing, outdoor playground and sports equipment.

### **Fire escape and safety**

The named person in charge of controlling the risk of fire is the Headteacher. A fire risk assessment is in place and reviewed annually as part of the fire safety inspection. The fire alarm system is routinely tested and recorded by the site maintenance officer on a weekly basis and serviced on a quarterly basis. A zone diagram is located by the main control panel to assist the fire services in the event of an emergency. Fire doors are regularly checked and inspected by the site maintenance officer. Fire extinguishers are maintained and inspected annually by an approved contractor.

Evacuation instructions are detailed in the fire safety procedures which are updated and shared with staff at the start of each academic year and as part of the induction process for new staff throughout the year, link club, cleaners and hirers. Practice fire evacuations are held once per term.

### **Tree Safety**

The site maintenance officer is responsible for checking the site each day and identifying any immediate safety issues. A grounds maintenance contractor visits the site on a monthly basis to undertake essential and preventative works and the school buys into the LA's tree maintenance scheme.

### **Site Security**

The site has a secure boundary which the site maintenance officer inspects on his arrival each day. The site is locked and access is controlled during the school day. The security alarm

system is managed by the site maintenance officer and inspected annually by an approved security installations contractor. The school also employs the services of an approved key holding company who attend site when the security alarm is activated out of school hours. CCTV cameras are located in and outside the school office. Invacuation procedures are also in place. A critical incident and business continuity management plan is in place in the event of a significant emergency situation.

#### Water monitoring - Legionella

The named person in charge of controlling the risk of legionella is the Headteacher. The site maintenance officer completes and records temperature checks of the water systems on a monthly basis to control the risk of legionella. bacteria.

Duty to manage legionella is contained in the L8 Approved code of Practice.

The control of legionella bacteria in water systems. Helsby Hillside Primary will:

- Avoid water temperatures between 20 °C and 45 °C and conditions that favour the growth of legionella bacteria and other microorganisms
- Avoid water stagnation which may encourage the growth of biofilm
- Maintain the cleanliness of the system and water in it
- Taking action to ensure the correct and safe operation and maintenance of the water system if remedials are identified after completion of the annual risk assessment. (annual inspection undertaken by Concept Environmental)

#### Asbestos

The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012. Helsby Hillside will:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in
- presume materials contain asbestos unless there is strong evidence that they do not
- make, and keep up to date, a record of the location and condition of the asbestos- containing materials - or materials which are presumed to contain asbestos – (inspection completed by Eaton Environmental).
- assess the risk of anyone being exposed to fibres from the materials identified
- prepare a plan that sets out in detail how the risks from these materials will be managed
- take the necessary steps to put the plan into action
- periodically review and monitor the plan after each annual inspection so that the plan remains relevant and up to date
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

#### Hazardous substances

A COSHH (Control of Substances Hazardous to Health) risk assessment is in place and routinely reviewed. Use of chemicals in school is low risk and mainly found in cleaning materials, which are stored and disposed of securely by the site maintenance officer. COSHH data sheets for each product are provided and available if required.

#### Vehicles

Vehicles and pedestrians are kept as separate as possible on school grounds. Staff can park

their car in the small designated area on the KS1 playground before 8.30am and leave from 4.15pm. No vehicles must access the playground between these times. Visitors and Link club parents must park on the road.

#### Dogs

Dogs are not allowed on the school grounds or any premises, including the field, at any time in accordance with LA guidelines, with the exception of guide dogs.

### **2.8 Accident / Incident Reporting**

Every minor injury should be reported on the school accident forms, located in the First Aid station. The completed forms are passed to the school office to scan and email a copy to parents and load onto SIMS for safekeeping. Historic accident books are stored securely in accordance with the data protection policy and record retention guidelines.

An injury that needs professional medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where a staff member, pupil or member of the public has an accident and it falls within the LA accident reporting criteria, the incident must be recorded on the PRIME system.

If there are several cases of an infectious disease or health condition, the LA's infection control and health protection team in the public health directorate will be informed and provide guidance where necessary to manage the outbreak.

#### **Training and Information**

2.9 Training and development needs will be evaluated, and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by The Head teacher. The Departmental Health and Safety Manual will be made readily available to employees with relevant notes held on the Intranet for the employees concerned to refer to them.

All staff receive basic emergency first aid training every 3 years. Some members of staff are also trained in first aid at work and paediatric first aid. The business manager is trained in the management of medication in schools, please refer to the separate policy on administration of medicines. A list of first aid qualified staff is displayed in school.

The site maintenance officer regularly attends asbestos and legionella awareness training and the Headteacher and governor responsible for Health and Safety routinely attend managing safety training, provided by the LA.

### **3. POLICY REVIEW**

3.1 This Policy will be reviewed annually. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

Policy reviewed by staff on 11/10/23, approved by the full governing body on 18/10/23.

Signed: ..... Chair of Governors

Signed: .....  ..... Headteacher

Date: ..... **18/10/23** .....