



# Hampton Primary Partnership

## Health & Safety Policy

<u>Date</u>	<u>Comments</u>	<u>Next Review</u>
Spring 2015	Initial draft combining HISN and HJS policies.	Spring 2016
Autumn 2015	Added 8.2: Legionella Competent Person	Spring 2016
Summer 2017	Added 2.2g: Annual audit and onsite checks	Summer 2018
Spring 2019	Added 9.1 Lockdown procedure	Spring 2020

## **Health & Safety Policy**

### **Introduction**

The Governing Body and Leadership team of both Hampton Infant School and Nursery and Hampton Junior School recognise and accept their responsibilities under the Health and Safety at Work Act and other Health and Safety legislation. The schools and Governing Body will take all steps in their power to meet these responsibilities.

The schools aim:

- To provide a safe and healthy environment for all users of the schools.
- To minimise the potential for accidents and ill health.
- To deal with accidents and health issues if and when they arise.
- To enable pupils and staff to develop an increasing responsibility for their own health and safety and that of others.
- To provide pupils and staff with understanding, skills and strategies that are transferable to any setting.
- To incorporate health and safety into the whole school curriculum.

### **1. General**

1.1 The Hampton Primary Partnership (HPP) Governing Body recognises that the ultimate responsibility for the implementation of the Health and Safety Policy within the schools of the partnership is theirs. The Governing Body notes the provisions of Section 3(1) of the Health and Safety at Work, etc. Act 1974, which states that it is the duty of every employer to conduct his or her undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his or her employment who may be affected by it are not exposed to risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the schools' premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the schools and is part of the good education of its pupils.

1.2 The arrangements outlined in this statement and the various other safety Provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum. However all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on school premises or while taking part in school-sponsored activities.

1.3 This Health and Safety Policy Statement and related arrangements for implementation are not a substitute for the above-mentioned legislation, or the Health and Safety Policy Statements produced by Richmond Borough Council and by the Education Department. Copies of these statements, policies and the Richmond Borough Council Health, Safety and Welfare Manual of Guidance are available in the school's Administration Office.

## **2. The Duties of the Governing Body**

2.1 It is the policy of the Governing Body, as far as it is reasonably practicable, through delegation to the Executive HeadTeacher of the HPP to:

- a) Make itself familiar with the Council's and the Education Department's Health & Safety Policy Statements, Richmond Borough Council's Health, Safety and Welfare Manual of Guidance and the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the schools, in particular the Management of Health and Safety at Work Regulations 1999;
- b) Ensure that there is an effective and enforceable policy for the provision of health and safety through the schools;
- c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made;
- d) Identify and evaluate all risks relating to:
  - (i) Accidents;
  - (ii) Health- relating to all members of the school community undertaking work within the schools.
- e) Identify and evaluate risk control measures to select the most appropriate means of minimising risk to staff, pupils and others.

2.2 In particular, the Governing Body undertakes to provide:

- a) A safe place for staff and pupils to work including safe means of entry and exit;
- b) Plant, equipment and systems of work which are safe;
- c) Safe arrangements for the handling, storage and transport of articles and substances;
- d) Safe and healthy working conditions which take account of all appropriate

- statutory requirements
  - codes of practice whether statutory or advisory;
  - guidance whether statutory or advisory;
- e) Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All relevant staff will receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of the staff, pupils and others then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly reviewed, updated and recorded through outcomes of risk assessments periodically by the schools and at least annually by each school's Finance & Facilities Committee.
- f) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- g) An annual audit of the health and safety procedures across both schools, with regular onsite visits to monitor ongoing provision and compliance

2.3 So far as is reasonably practicable the Governing Body, through the Executive Head Teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- a) This policy;
- b) All other relevant health and safety matters;
- c) The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **3. The Duties of the Executive Leadership Team (ELT)**

3.1 As well as the general duties which all members of staff have the ELT have responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or and will take all reasonably practicable steps to achieve this end.

3.2 The Executive Headteacher (EHT) is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.4 In particular, the EHT will:

- a) Be familiar with the Council's and the Education Department's Health and Safety Policy Statements, Richmond Borough Council's Health, Safety and Welfare Manual of Guidance and the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the schools;
- b) Ensure, at all times, the health, safety and welfare of staff, pupils and others using school premises or facilities or services or attending or taking part in school activities;
- c) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using school premises and facilities;
- d) Ensure safe working practices and procedures throughout the schools including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled;
- e) Consult with members of staff on health and safety issues.
- f) Arrange systems of risk assessment to allow the prompt identification of potential hazards;
- g) Carry out periodic reviews and safety audits on the findings of the risk assessment;
- h) Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- i) Encourage staff, pupils and others to promote health and safety;
- j) Ensure that any defects in the premises, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
- k) Encourage all employees to suggest ways and means of reducing risks;
- l) Collate accident and incident information and, when necessary, carry out accident and incident investigations;

- m) Monitor the standard of health and safety throughout the schools, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- n) Monitor first aid and welfare provisions

#### **4. The Duties of Supervisory Staff**

4.1 All members of staff will make themselves familiar with the Council's and Education Department's Health Safety and Welfare Manual of Guidance and the requirements of the Health and Safety at work, Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

4.2 In addition to the general duties which all members of staff have, they will be directly responsible to the Executive Head Teacher or the member of staff nominated by the Executive Head Teacher to have overall day to day responsibility for the implementation and operation of the schools' health and safety policy within their relevant departments and areas of responsibility.

4.3 As part of their day to day responsibilities they will ensure that:

- a) Safe methods of working exist and are implemented throughout their department:
- b) Health & safety regulations, rules, procedures and codes of practice are being applied effectively
- c) Staff, pupils and others under their jurisdiction are instructed in safe working practices
- d) New employees working within their department are given instruction in safe working practices
- e) Regular safety inspections are made of their area of responsibility as required by the Executive Head Teacher or as necessary
- f) Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- g) All machinery and equipment in the department in which they work is adequately guarded
- h) All machinery and equipment in the department in which they work is in good and safe working order

- i) All reasonably practicable steps are taken to prevent the unauthorised or improper use of all machinery and equipment in the department in which they work.
- j) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- k) They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or health and safety of others.
- l) All health and safety information is communicated to the relevant persons
- m) They report, as appropriate any health and safety concerns to the appropriate individual.

## **5. The Duties of All Members of Staff**

5.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- a) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- b) As regards any duty or requirements imposed on his or her employer or any other persons by or under the relevant statutory provisions, co-operate so far as necessary to enable that duty or requirement to be performed or complied with.

5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

5.3 In particular staff will:

- a) Be familiar with the safety policy and all safety regulations as laid down by the Governing Body
- b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils

- c) See that all machinery and equipment is adequately guarded
- d) See that all machinery and equipment is in good and safe working order
- e) Not make unauthorised or improper use of machinery and equipment
- f) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- g) Ensure that toxic, hazardous and highly flammable substances are correctly used stored and labelled
- h) Report any defects in the premises and facilities which they observe
- i) Take an active interest in promoting health and safety and suggest ways of reducing risks.

## 6. **Hirers and others**

6.1 When the premises are used for the purposes not under the direction of the Executive Head Teacher then the principal person in charge of the activities for which the premises are in use will have the responsibility for safe practices as indicated in paragraph 3 of this document (please see Lettings Policy and Agreement).

6.2 The Head Executive Teacher or the co-ordinator will seek to ensure that hirers, contractors and others who use school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.3 When school premises or facilities are being used out of normal school hours for a school-supported activity then, for the purpose of this policy, the organiser of that activity (even if an employee) will be treated as a hirer and will comply with the requirements of this section.

### 6.4

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, and others using school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body as indicated in the Lettings agreement:

- a) Introduce equipment for use on school premises

- b) Alter fixed installations
- c) Remove fire and safety notices or equipment
- d) Take any action that may create hazards for persons using the premises or the staff or pupils of the schools.

6.5 All contractors who work on school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance the S 3-4 of the Health & Safety at Work Act 1974.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make safe the Head Teacher will take such actions as are necessary to prevent persons in their care from risk of injury.

6.7 The Governing Body draws the attention of all users of school premises (including hirers and contractors) to S8 of the Health and Safety at Work Act 1974 which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **7. Codes of Practice, Safety Rules and Guidance Notes**

7.1 In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement the schools' Finance & Facilities Committees will approve (where necessary) codes of practice for the observation of safety requirements in the schools.

From time to time the Department for Education, Health and Safety Executive (HSE), Director of Public and Environmental Services, Director of the Education Department and other regulatory or advisory bodies will issue codes of practice or guidance notes on particular topics for the guidance of Head Teachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Head Teacher considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

## **8. Risk Assessment**

8.1 The Executive Head Teacher will ensure that Safer People and Safer Places Risk Assessments is conducted annually in conjunction with each school's Finance & Facilities Committee (or more frequently, if necessary). This

survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body through the minutes of the Committee meetings.

The Premises Officer/Manager is the nominated competent person for

- 8.2 Legionella on the premises and acts on behalf of the Executive Head Teacher to provide the necessary competence to enable Legionella to be managed safely. He/she is to complete a Legionella awareness course and all training records are to be retained. The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with legislative and school requirements. He/she will advise the SBM /Executive Head Teacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the SBM /Executive Head Teacher and/or the Health & Safety Consultants as required.

## **9. Emergency Plans**

- 9.1 The Executive Head Teacher will ensure that an emergency plan and lockdown procedure are prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the schools. The plan will indicate the actions to be taken in the event of major incidents so everything is done to:
- a) save life
  - b) prevent injury
  - c) minimise loss

- 9.1 The plan will be agreed by the Finance & Facilities Committees and be regularly rehearsed by staff and pupils.

## **10. First Aid**

- 10.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 10.2 The number of certificated first aiders will not, at any time be less than the number required by law.
- 10.3 Supplies of first aid materials will be held at various locations throughout the schools. These locations will be determined by the Head Teacher. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 10.4 Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.

10.5 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on school premises or as part of a school-related activity. Records will be kept on site.

*Note: This policy should be read in conjunction with the Safer Places (including HJS School Field) Risk Assessment, the Safer People Risk Assessment, the Lockdown Policy and the School Visits Policy.*