

# Gorsewood Primary School

## Health and Safety Policy



<b>Written by:</b>	HBC Emma Jackson	<b>Date:</b> September 2023
<b>Approved by:</b>	Mark Dennett - COG	<b>Date:</b> November 2023
<b>Last reviewed on:</b>	31.07.23 16.08.24 – name changes, additional information for cleaners and lettings	
<b>Next review due by:</b>	01.08.25	

*Policy to be reviewed when there is a change in HBC Policy or a change in legislation.*



## Health & Safety Policy 2024-2025

Gorsewood Primary School is committed to providing a safe and healthy environment for the school community. The school will ensure that:

- All legal requirements are met under both health and safety and fire legislation
- All advice and guidance provided by the LA in relation to health, safety and welfare is implemented or that systems equally or if not more effective are in place.
- The school is proactive in identifying hazards and managing risks relating to the pupils, employees, parents, contractors, members of the public, premises, equipment and both curriculum and extra-curriculum activities.
- Every attempt is made to cover most scenarios concerning health and safety matters though there will be occasions when specific circumstances will be dealt with by individual risk assessments.

To establish a robust system for managing health, safety and welfare in school, the following responsibilities will have been allocated:

### Governors

- The Governing Body will ensure that the school implements a health and safety management system based upon the advice and guidance provided by the LA or a competent<sup>1</sup> health and safety practitioner.
- In their decision-making capacity, governors will show due diligence by ensuring that where significant health and safety concerns arise, appropriate resources (human, financial, time) will be made available.
- The Governing Body will be kept informed of:
  - Health and safety related advice and guidance provided by the LEA
  - The findings and actions arising from premises, fire, stress, occupational and curriculum-related risk assessments
  - Any hazards identified outside of the risk assessment process
  - Significant accidents and their causes and any actions taken or recommended to prevent future incidents
  - The findings of the LEA health and safety review and any recommendations translated into a school action plan
  - Health and safety issues<sup>2</sup> arising from the annual maintenance review carried out by Property Services

### Headteacher

The Headteacher has responsibility for the daily management of health and safety:

- As required by the Management of Health, Safety and Welfare at Work Regulations, 1999, ensuring that all categories of risk assessment<sup>3</sup> are carried out at recommended intervals.

<sup>1</sup> "competent" requires Corporate Membership of the Institute of Occupational Safety and Health (MIOSH)

<sup>2</sup> health and safety issues in the annual maintenance reports are identified by the yellow hazard triangle and require prompt attention

<sup>3</sup> risk assessments are required for: The premises, fire, occupational, stress, educational visits, curriculum activities e.g. Science – refer to Section 2 of Health and Safety Guidance for Schools

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- Ensuring that any actions arising from risk assessments are put into a time-bound action plan.
- Monitoring the implementation of action plans arising from both risk assessments and the health and safety review process.
- Delegating clear roles and responsibilities for health and safety functions
- Identifying and supporting the provision of relevant health and safety training for school employees
- Attending any training for Headteacher's that is recommended by the LA
- Ensuring that contractors have sight of the school's asbestos register before commencing work
- Providing a safe environment for all onsite
- Ensuring that all activities are carried out safely
- Communicating health and safety information
- Investigating and recording accidents
- Managing fire safety and safe escape routes
- To provide health and safety information to new employees upon induction

### **Local Authority**

The LA is responsible for:

- Providing advice and guidance to support schools in meeting the requirements of Health and Safety legislation
- Providing support in the investigation of significant accidents
- Ensuring that schools are provided with up to date information on legislative changes
- Providing Health and Safety training and where necessary identifying specialist course providers
- Monitoring the implementation of the LA guidance

### **Senior Leaders and Subject Co-ordinators**

Senior Leaders and Subject Co-ordinators are responsible for ensuring that:

- Activities within their curriculum area are carried out safely
- Any significant risks are identified and adequately controlled
- Where appropriate, specialist guidance is followed e.g. BAALPE for Physical Education and CLEAPSS for science and design and technology
- All staff in the department are aware of safe practices and procedures
- Systems are in place for the department to monitor Health and Safety performance
- Thorough accident investigations are carried out for all curriculum related accidents
- Accidents are reported according to the requirements of the LA

### **All Employees**

- Are responsible for their own health and safety and that of pupils, colleagues and any others who may be affected by their work
- Have a duty to report any identified hazards
- Should co-operate with the employer by following the Health and Safety Guidance
- Should be familiar with relevant sections of the Health and Safety Guidance provided by either the LA or the school's "competent advisor"

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## **Premises Officer**

The site manager is responsible for supporting the head teacher in the day-to-day management of health and safety including:

- Conducting day to day, weekly, monthly and termly checks of the safety and physical condition of all areas of the school building including playgrounds and outbuildings
- Ensuring all contractors on site are aware of the emergency evacuation procedures and have all health and safety information relevant to their work
- Ensuring the premises are safe and where possible hazards identified, removed or reduced
- Ensuring the site is clean and areas are suitable for working in
- Reporting any problems to the head teacher
- Ensuring all COSHH risk assessments are up to date and chemicals and cleaning products are stored correctly

## **Catering Staff**

Kitchen and cooking facilities carry significant risks to school premises and high standards of organization and control are required to minimise them. All employees working in the kitchen should be competent to do so and have received appropriate training. Kitchen staff should have risk assessments completed.

## **Cleaning staff**

Cleaning staff are responsible for ensuring the premises are clean. Their work will involve the use of chemicals and cleaning equipment. They should be fully aware of all COSHHs risk assessments and policies and use chemicals correctly. When cleaning, the correct signage should be used to alert others to potential hazards ie wet floor. Cleaning staff should receive regular training.

## **First Aiders**

First aiders are responsible for giving immediate help to casualties with common injuries or illnesses and those arising from specific accidents/hazards at school. When necessary, they ensure that an ambulance is called or other professional medical help is sought.

First aid bags are located throughout school and additional stock is stored in the photocopying room.

There are 2 defibrillators on site. One is located in the front office and the other in the staffroom.

The emergency use inhalers are stored in the head teacher's office and in the front office.

The emergency EpiPen is located in the head teacher's office.

There is a Life vac anti choking device located in the head teacher's office.

## **Educational Visits Coordinator**

The EVC is responsible for ensuring the school fulfils its health and safety obligations for off site school visits by supervising the planning and management of all educational visits. EVOLVE+ is used to manage school visits.

The EVC is Sarah Jackson.

## **Named staff within school**

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Head teacher	Emma Jackson
Premises Officer	Stephen Potter
Health and Safety Representative	Stephen Potter
Health and Safety Governor	Carole Howard
Chair of Governors	Mark Dennett
Educational Visits Co-ordinator	Sarah Jackson

**LEAD FIRST AIDER: Sarah Jackson ( to order supplies, oversee Medical tracker etc)**

Full first aiders at work

Chris Coxon  
Carolyn Sturge  
Sylvia Newby  
Gemma Jones  
Joann Neilson  
Natasha Smith  
Christine Heffernan  
Alison Langton  
Sarah Jackson

Paediatric first aiders

Natasha Smith  
Carolyn Sturge  
Chris Coxon  
Helen Ainsworth  
Joanna Townsend  
Christine Heffernan  
Alison Langton

Emergency first aid at work - All staff trained and refreshed every 3 years.

Defibrillator trained

Emma Jackson  
Natasha Smith  
Sylvia Newby  
Chris Coxon

Medication

**Emma Jackson, Christine Westwood or Natasha Smith to administer controlled drugs daily. Training completed through Halton Borough Council.**

Adhoc medication

**Natasha Smith to administer. Training completed through Halton Borough Council.**

Individual medications, including inhalers: Designated staff to administer in classrooms. Training to be completed by all staff on National College annually.

Forest School First Aid

Sam Marsh

Mental Health First Aid

Christine Westwood

**First aid and medication administering to be recorded on Medical Tracker.**

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## **Consultation and Communication**

The Headteacher and governing body will ensure that there is a two-way communication system for all health and safety matters by having health and safety as a standing item on the agenda of staff and departmental meetings. Where necessary these communications will be recorded and include:

- Senior leadership team meetings and staff meetings
- Full Governor meetings and at sub committee groups for health and safety and premises when relevant
- Provision of information relating to safe systems of work and risk assessments
- Staff briefings
- Staff training days
- Health and safety noticeboard
- School Council
- New Staff Induction
- Visitors, Adults or Supply Staff in School
- Communication of health and safety bulletins or information from Halton BC Health and Safety Team
- Communications with relevant specialist advisors and People's Directorate's committees and bodies
- Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate

Signed Chair of Governors:



Date 01.09.2024

Date Policy Created: 27.02.2017

Adopted by Governors: March 2017 , updated September 2022, updated July 2023, updated August 2024

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STATEMENT OF GENERAL POLICY	NAMES	ACTION/ARRANGEMENTS
Appropriate staff are given health and safety responsibilities	<p>Named person/s in charge:</p> <p>Emma Jackson</p>	<ol style="list-style-type: none"> <li>1. Areas including:  Science – Mary Farmer  DT and art – Sam Oakley  Sports – Sophie Simmons</li> <li>2. Educational Visits Coordinator &amp; Deputy – Sarah Jackson</li> <li>3. Supporting Pupils with Medical Needs – Christine Westwood</li> <li>4. Buildings, building maintenance and management of building contractors – Stephen Potter</li> <li>5. Equipment and equipment maintenance – Stephen Potter may be delegated to contractors to complete work</li> </ol>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	<p>Named person/s in charge of risk assessments:</p> <p>Emma Jackson</p> <p>Stephen Potter – daily checks and record keeping</p>	<p>Relevant risk assessments completed where necessary and actions arising out of those assessments implemented. The risk assessments will include:</p> <ol style="list-style-type: none"> <li>1. Occupational for staff including,   Teachers/Teaching Assistants  Midday assistants  Manual staff  Office staff  Cleaning staff  Manual Handling  First Aid Needs  Stress  COSHH  Violence and aggression</li> <li>2. Building and Environments including,   Fire  Premises  Classroom  Security</li> </ol>

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STATEMENT OF GENERAL POLICY	NAMES	ACTION/ARRANGEMENTS
		<p>Driving within School Grounds  School Kitchen  Playgrounds  Legionella  Passenger Lifts  Sun  Ladder Safety Checklist</p> <p>3. Others arising from individual risks,</p> <p>Workstations (DSE)  Sun  SEN  Lone Working  Mini Bus  Pregnancy  COSHH</p> <p>4. Activities  Sports  Educational Visits  Keeping Animals</p> <p>These are reviewed every year, or earlier if working conditions change.</p>
<p>To provide adequate training to ensure employees are competent to do their work.</p>	<p>Named person/s who organizes training and maintains records:</p> <p>Emma Jackson</p> <p>Sarah Jackson</p>	<p>All staff given necessary health and safety induction with signed records.</p> <p>As identified or recommended, provided with appropriate training including,</p> <ol style="list-style-type: none"> <li>1. General health and safety – staff meetings, LA</li> <li>2. Risk Assessment</li> <li>3. Fire (general)</li> <li>4. Medical &amp; Administration of Medication</li> <li>5. First Aid</li> </ol>

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STATEMENT OF GENERAL POLICY	NAMES	ACTION/ARRANGEMENTS
		6. Work at heights 7. Manual Handling 8. Team Teach 9. COSHH 10. Science & DT 11. Managing Conflict 12. Visit Leader 13. Others as identified  Records will be maintained of the training to ensure that they are reviewed and refreshed when required.
To communicate, engage and consult with staff on health and safety conditions	Named person responsible for communications:  Emma Jackson Sarah Jackson	Systems for ensuring that health and safety information is communicated to staff include: emails, memos, staff meetings, posters  Staff are routinely consulted on health and safety matters as they arise but also formally consulted at staff meetings  The Governing Body have been made aware of health and safety matters formally at Governing Meetings
To provide advice and support on occupational health issues	Named provider: Through Halton LA	Provision of an Occupational Health provider Insurance provided SAS can also provided advice and support for staff.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Named person/s in charge :  Emma Jackson  Stephen Potter	Evacuation plans including fire, bomb, critical incidents are, <ul style="list-style-type: none"> <li>- prepared,</li> <li>- communicated to staff,</li> <li>- tested from time to time (including termly fire drills); and</li> <li>- updated as necessary.</li> </ul> Escape routes well signed and kept clear at all times.

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STATEMENT OF GENERAL POLICY	NAMES	ACTION/ARRANGEMENTS
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	<p>Named person/s in charge :</p> <p>Stephen Potter</p>	<p>Toilets, washing facilities and drinking water provided.</p> <p>System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.</p> <p>Staff trained in safe handling/use of substances</p> <p>No smoking site</p>
To record and investigate accidents / incidents	<p>Named First Aiders: See actual policy</p> <p>Named person who reports under RIDDOR: Emma Jackson</p>	<p>In the event of accidents / incidents; to ensure that initial actions are taken and they are subsequently recorded and investigated.</p> <p>Medical tracker used for any first aid and medication administered</p> <p>To ensure that LA reporting system is used.</p> <p>To ensure that, if required, they are reported to the HSE as required under RIDDOR,</p>

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