


# Overdale Infant School



## HEALTH AND SAFETY POLICY 2024

<b>Policy Date:</b>	September 2024	<b>Version:</b> 1.2		
<b>Policy Review Date:</b>	September 2025	Hayley Holmes		Date: 25.09.24
<b>Ratified by Governing Body:</b>				
Name Matthew Davis		M Davis		Date 25.09.24

## Health and Safety Policy Statement

The aim of the Governing Board is to provide a safe and healthy working and learning environment for staff, pupils/students and visitors. The Governing Board believes that the prevention of accidents, injury or loss is essential to the effective operation of the school/college and is part of the education of its pupils/students.

The Governing Board acknowledges the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' (see 2) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are in their employment, and also persons who are not but who may be affected by it, are not exposed to unacceptable risks to their health and/or safety. The Governing Board accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

The arrangements outlined in this policy statement, and the various other safety provisions made by the Governing Board, cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Board will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils/students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or whilst taking part in school sponsored activities.

The Governing Board will review this policy statement annually. Updates, modifications or amendments to this document will be made as necessary to ensure the health, safety and welfare of staff and pupils/students.

**Signed.** *M Davis*

**Chair, Governing Body**

**Date:** 27.9.23

**Signed..**

**Headteacher / Principal**

**Date:** *Hayley Holmes*

**Date for Review...September 2026**

# 1. RESPONSIBILITIES/DUTIES OF THE GOVERNING BOARD

1.1 Overdale Infant School is part of an academy whereby the governing board has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, pupils, visitors and contractors and the self-employed.

The Governing Board is responsible for:

- determining the school's health and safety policy and its implementation
- allocating sufficient funds for health and safety
- establishing clear lines of accountability for health and safety
- periodically assessing the effectiveness of the policy and ensure that any necessary changes are made
- identifying and evaluating risks relating to possible accidents and incidents connected with Overdale Infant School
- providing access to competent health and safety advice
- ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved
- Setting health and safety aims and objectives for the school
- Developing and maintaining a clearly defined health and safety audit program
- ensuring that regular reports of accidents and dangerous occurrences are provided by the headteacher and that any necessary alterations to working practices and procedures decided upon are implemented
- Performing a health and safety inspection within the academy at least annually
- The Governing Board is also responsible for planning and setting standards which include:
  - i) Ensuring hazards are identified, risk assessments are undertaken, and standards are set to achieve health and safety objectives
  - ii) Ensure clear plans for coping with sudden emergencies are developed and maintained.
  - iii) Developing a positive health and safety culture

Governors are responsible for monitoring compliance with statutory requirements and with the school safety policy. As such governors are required to ensure that the management structure detailed in the diagram (see 7) is documented, implemented and effective.

Health and safety will feature as a regular agenda item at governors meetings. The Governor responsible for Health and Safety will periodically monitor and review the effectiveness of the school/college health and safety policy and ensure that any necessary changes are made.

Reports on health and safety will be received from the Headteacher and any of the following as appropriate:

- The Local Authority's Health and Safety Adviser (new initiatives/local advice).
- The school/college health and safety committee.
- Union safety representatives.
- The Business Manager.
- The school/college nurse or doctor.
- The premises officer.

The Governing Board will, so far as is reasonably practicable, ensure:

- Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place. Where a school does not have a delegated budget, the Local Authority will undertake this function.
- A safe environment for staff, pupils/students, contractors, hirers and others to go about their various activities.
- Adequate and appropriate welfare facilities.
- Necessary safety and protective equipment and clothing.
- Safe plant, equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and hazardous substances.
- Adequate information, training, instruction and supervision so that all staff, pupils/students, contractors, hirers and others, can perform their activities in a safe and healthy manner.
- The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, pupils/students and others, the Governing Board will ensure that such training is provided. Pupils/students will receive such training as is considered appropriate to the school-related activities that they carry out. Records will be kept of all training. Staff/ pupil/student training will be regularly updated.

The following health and safety reports:

- Information to parents via the minutes of normal meetings and/or the Annual Parents' Report as appropriate
- On other occasions, as appropriate, and in response to specific concerns

The Governing Board, so far as is reasonably practicable and in consultation with the Headteacher, will:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999.
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school/college/academy.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils/students and others.
- Set standards and ensure responsibility is assigned for:

- Reporting accidents.
- Recording and investigating accidents.
- Establishing and participating in the school/college health and safety committee (including Governing Body representation).
- Undertaking, recording and reviewing risk assessments, especially with regard to:
  - Potential accidents.
  - Health hazards.
  - School sponsored on and off site activities.
  - Pupils/students and their behaviour.
- Monitoring adherence to health and safety standards.
- Reviewing documentation and distributing information from the Local Authority etc.
- Carrying out inspections.
- Providing health and safety training.
- Providing first-aid.
- Dealing with emergencies.
- Supervising storage facilities.
- Dealing with waste disposal.
- Monitoring housekeeping standards.
- Dealing with complaints on health and safety.
- Purchasing and maintaining equipment.
- Testing of plant and equipment to ensure it is safe.
- Carrying out minor repairs to doors, fences, windows etc.
- Organising security and fire protection arrangements.
- Implementing risk control measures.

So far as is reasonably practicable, the Governing Board, through the headteacher as Key Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:

- All other relevant health and safety matters.
- 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.

Where the Academy Trust or the governors delegate responsibility for carrying out a particular health and safety function to an employee, they will ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition, suitable measures for monitoring performance standards will be put in place.

Overdale Infant School has a lettings / Community Use policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with Overdale Infant School on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of Overdale Infant School that may arise from their activities

Overdale Infant School will ensure that:

- the premises are in a safe condition for the purpose of use
- the health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises
- adequate arrangements for emergency evacuations (fire and bomb alerts) and lock down, are in place and communicated

Where the School/ Trust award contracts independent of the Local Authority – such as cleaning, catering services and building works, etc. – they will give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they will satisfy themselves that successful contractors comply with all relevant safety legislation.

## **2. RESPONSIBILITIES/DUTIES OF THE HEADTEACHER**

As well as having the general responsibilities/duties of all members of staff (see 5 and 6), the Headteacher/Principal, as Key Manager, also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

The Key Manager will be responsible for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils/students, visitors and any other person using the premises or engaged in activities sponsored by, or on behalf of the school/college. He/she will take reasonable, practicable steps to achieve this and will assign clear safety functions to other members of staff as appropriate. In particular, the Headteacher will, so far as is reasonably practicable:

- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school/college.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable and sufficient control measures – identified in an appropriate health and safety action plan.
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety

policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.

- Ensure that adequate provision is made for employee consultation on matters regarding health, safety and welfare.
- Discuss health and safety matters with the Governing Board/ Academy Trust, the school health and safety committee and with other staff as appropriate, and seek advice on such matters as necessary from the most appropriate source.
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
- Ensure, at all times, the health, safety and welfare of staff, pupils/students and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment are fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that all tools, machinery, plant and equipment receive planned maintenance when required and that maintenance records are kept in accordance with statutory legislation.
- Ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Ensure that all substances provided within the school/college are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and pupils/students and make recommendations to the Governing Body/ Academy Trust on resource implications of meeting such needs.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for pupils/students as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Collate accident information and, when necessary, carry out accident and incident investigations. Ensure that incidents are appropriately recorded.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, pupils/students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the school/college, including all school based activities by:
  - Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly.
  - Carrying out periodic audit and review of the safety management systems that are in place.

- Monitor the effectiveness of the implementation of this policy and submit a termly report to the Governing Body on health and safety matters.

### **3. RESPONSIBILITIES/DUTIES OF SENIOR LEADERSHIP TEAM**

As well as having the general responsibilities/duties of all members of staff (see 7 below), managers will be directly accountable to the Headteacher for the implementation and operation of the health and safety policy in their relevant departments and areas of responsibility.

All managers of staff will, so far as is reasonably practicable:

- Make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School/College in general and also that specific to their area(s) of responsibility.
- In particular be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, pupils/students and others to comply with its requirements.

As part of their day to day work all managers will :

- report property defects within their department to the Premises Officer
- provide regular health and safety performance reports to the SLT/Premises Officer
- the provision of adequate PPE free of charge for staff and pupils within their departments
- facilitate health and safety audits
- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- identify new and existing hazards, initiate risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely;
- complete a health and safety induction checklist for all new employees at the commencement of their employment
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- be responsible for aspects of health and safety included in their job description
- organise risk assessments where significant risks are identified and ensure as far as is reasonably practicable the implementation of any control measures
- all statutory registers and records are adequately kept
- the reporting and investigation of all accidents
- all persons under their control are aware of the reporting procedure



## 4. ADDITIONAL RESPONSIBILITIES/DUTIES OF SPECIFIC MANAGERS

### 4.1 Business Manager

- Ensure suitable procedures are in place for managing visitors, including contractors (e.g. a signing in procedure, assistance in a fire evacuation, etc.);
- To maintain compliance through compliance management software
- To review the Business Continuity Plan with the Headteacher annually.
- To carry out Display Screen Assessments with staff.

### 4.2 Premises Officer

- To maintain an understanding of the Health and Safety Policy arrangements and the Premises Officer responsibilities detailed within them.
- To maintain an awareness of the relevant premises related health and safety legislation, issues and procedures
- To control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented
- Ensuring adequate security arrangements are maintained
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are maintained
- Arranging for regular inspection of the areas of the premises for which they are responsible; that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- Ensuring that adequate fire safety arrangements and other emergency evacuation procedures
- i.e. lock down and bomb alert, are implemented, practiced and maintained
- Ensuring that plant and equipment is adequately maintained
- Arranging for the regular testing and maintenance of electrical equipment
- Maintaining suitable records of plant and equipment maintenance and tests
- Ensure fire risks are formally assessed and adequate fire safety arrangements are provided, maintained, monitored and recorded including; fire risk assessments fire evacuation drills, fire officer inspections and the maintenance of fire extinguisher/blankets, emergency lighting, fire alarm (including detectors and sensors) and any other fire safety equipment devices
- Ensuring first aid requirements for the premises are formally assessed and adequate provision is provided, maintained and monitored
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations 2015 and make this available to contractors upon request
- Ensuring that adequate systems are in place for the management of asbestos through the 'Local Asbestos Management Plan' and control of legionella and excessive hot water temperatures
- To respond promptly to a notification of a defect that could affect the health and safety of building occupants/visitors

- Liaison with other staff members where premises/equipment monitoring and maintenance responsibilities are held elsewhere within Overdale Infant School i.e. design and technology and science
- To maintain compliance through compliance management software

#### **4.3 Design & Technology Subject lead**

- Ensure suitable and sufficient risk assessments are in place for design technology activities and operations where appropriate.
- Ensure all machinery and equipment is maintained and inspected at suitable intervals and is safe for staff and pupils to operate;
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all machinery and equipment;
- Ensure that staff are suitably trained and competent for the operations undertaken, that their training is current and that suitable records are kept on site where appropriate.

#### **4.4 Science Subject lead**

- Ensure suitable and sufficient risk assessments are in place for experiments
- Ensure all machinery and equipment is maintained and inspected at suitable intervals and is safe for staff and pupils to operate;
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all machinery and equipment;
- Ensure that all staff are suitably trained and competent for the operations undertaken, that their training is current and that suitable records are kept on site;

#### **4.5 PE Co-ordinator**

- Ensure suitable and sufficient risk assessments are in place for all activities related to PE and sports, including those not undertaken on school premises and/or not during normal school hours;
- Ensure all equipment related to PE and sports is maintained and inspected at suitable intervals and is safe for staff and pupils to use;
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all equipment related to PE and sports;
- Ensure that all staff are suitably trained and competent for the activities undertaken or supervised, that their training is current and that suitable records are kept on site;
- Ensure that suitable arrangements are in place for accidents and emergencies in all areas associated with PE and sports activities;

### **5. RESPONSIBILITIES/DUTIES OF ALL STAFF**

**(e.g. teachers, teaching assistants, administration staff, premises officers, catering staff, cleaners, etc.)**

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School/College and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Governing Board.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Undertake all work in accordance with relevant risk assessments and their control measures, whether that 'assessment' is activity or pupil based;
- Take part in health and safety training as required.
- Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).
- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. **If they are in any doubt they must seek further advice.**
- Take reasonable care of their own health and safety and that of any other persons (staff, pupils/students, visitors, etc.) who may be affected by their acts or omissions at work.
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk.
- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form.
- Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner to their line manager.
- Where an imminent and significant risk to a person's health or safety exists, the activity being undertaken should be stopped and the line manager must be contacted immediately (as soon as safe to do so).
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

## 6. ADDITIONAL RESPONSIBILITIES/DUTIES OF SPECIFIC ROLES

### 6.1 Educational Visits Coordinator (EVC)

- Ensure all educational visits are planned and undertaken in accordance with current national and local guidelines;
- Ensure suitable and sufficient risk assessments and other arrangements are in place for all educational visits;

- Ensure all educational visits are adequately supervised and staffed and that suitable arrangements are in place for accidents and emergencies;
- Ensure all staff involved in the planning of educational visits are suitably trained and competent;
- Provide suitable health and safety advice and guidance to staff involved in the planning of educational visits;

## 7. STAFF CONSULTATIVE ARRANGEMENTS

Employers must consult employees on matters that may affect their health and safety. This can be achieved by establishing a school/college health and safety committee. The main function of a Safety Committee is to consult with employees on health and safety matters that may affect them, formulate and encourage implementation of health and safety arrangements and bring to light deficiencies in health and safety which arise, with a view to resolving them and to review measures taken to ensure the health & safety of employees. This is often done by analysing accident figures, monitoring safety arrangements and making appropriate safety recommendations to the employer.

Employees have a statutory right to be consulted about health & safety matters and can make significant contributions towards achieving safe conditions at work. The Safety Representatives and Safety Committee Regulations, 1977 state that a recognised trade union may appoint safety representatives at a workplace where it has one or more members. Under the Health and Safety at Work etc. Act, an employer has a legal obligation to set up a safety committee if requested to do so by two or more safety representatives.

Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be entitled to a place on the committee and shall decide amongst themselves which individuals should sit on the committee.

Minutes from the Health and Safety committee will be shared with the Governing Board. The Health and Safety Committee will meet once a half term.

### Functions of Safety Committees

- To assist in the development of safety rules and safe systems of work.
- To assist in the identification of hazards.
- To receive, monitor and analyse accident statistics and trends and make recommendations for corrective action as appropriate.
- To receive and examine safety audit reports.
- To consider the introduction of new or revised safe systems of work.
- To consider the implications with regard to health and safety of the introduction of new technologies into the workplace.
- To instigate and promote health and safety awareness campaigns.
- To assist in checking that the declared health and safety policy is fulfilled.
- To receive and act upon reports from the Health & Safety Executive.
- To consider reports from safety representatives.
- To assist in the identification of safety training requirements.
- To monitor the effectiveness of safety training.

### **Functions of Safety Representatives**

- To attend safety committee meetings.
- To investigate health and safety complaints by employees.
- To investigate accidents, potential hazards and dangerous occurrences at the workplace.
- To make representatives to the employer on matters arising from the above.
- To carry out regular formal inspections of the workplace and inspections following accidents.
- To represent employees.
- To receive health & safety information from the Key Manager/employer/ Governing Board or Local Authority.

### **Information and facilities for Safety Representatives**

Safety representatives are entitled to the following safety information:

- Records of accidents, notifiable diseases and dangerous occurrences.
- Results of any health & safety tests or measurements in the workplace.
- Information on articles/ substances used at work.
- Technical information about health & safety hazards.
- Information about proposed changes which may affect health & safety of employees/ pupils/students/visitors.

*Except where:*

- *The information is specific to an individual and without their consent.*
- *Any disclosure which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to the employers undertaking.*
- *The information is obtained by the employer for the purpose of bringing, prosecuting or defending any legal proceedings.*

Safety representatives are entitled to *reasonable* time off work with pay to carry out their duties and for training. Training is not, however the responsibility of the employer but of relevant Unions or Professional Associations.

Safety representatives are entitled to reasonable facilities to allow them to carry out their function, including facilities to meet and discuss issues.

Safety representatives are allowed to carry out an inspection of the workplace(s) that they represent subject to giving the employer reasonable notice, and providing the last inspection (of that part of the workplace) was not carried out in the previous three months; and may carry out more frequent inspections by agreement with the employer.

## **8. CONTRACTORS AND OTHERS**

Overdale Infant School comply with the HSE's approved code of practice Construction (Design and Management) Regulations 2015' (L153) relating to the management and control of contractors. The school ensures that:

- roles of client, principal designer, designer, principal contractor, contractor are

- understood and formally allocated
- competent contractors are used
  - clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
  - pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
  - key contacts are identified
  - regular update meetings take place throughout any works/projects
  - works are visually monitored and any concerns immediately reported
  - works are signed off and any associated certification and documentation is obtained
  - all staff/ pupils and other users of site remain in a safe environment for the duration of the works.
  - all contractors are given access to the asbestos register
  - all contractors to complete a contractor site induction sheet before work can proceed

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

The Headteacher/ Premises Officer will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **9. RISK ASSESSMENT**

As Key Manager, the Headteacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all school/college sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. The Local Authority requires a regular programme of planned assessments to be completed. In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.

Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.

The results of all risk assessments will be reported to the Governing Body who will prioritise issues and assign resources to undertake remedial/control measures where required.

## 10. EMERGENCY PLANS

As Key Manager, the Headteacher will ensure that an emergency plan(s) is prepared to cover all foreseeable major incidents that could put the occupants or users of a school/college at risk.

In undertaking this work Key Managers will have regard to the **Crisis Line** and **Snow Line** procedures published by the Local Authority.

The school plan(s) will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save lives.
- Prevent injury.
- Minimise loss.

This sequence will determine the priority of local emergency plan responses

The school emergency plan(s) will include arrangements for:

- Contacting emergency services.
- Informing parents/guardians and the Local Authority
- Dealing with the media.

The plans will be agreed by the Governing Board/ Academy Trust and any necessary actions will be rehearsed regularly by staff and pupils/students. The result of all such rehearsals will form part of the regular risk assessment review and the outcome will be reported to the Governing Bod/ Academy Trust.

## 11. FIRST AID

*Overdale Infant School* adopts the Leicester City Council's First Aid Provision Safety Management Standard.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents.

The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (See Local Authority guidance).

Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence.

Each first-aider will have 'their own' first aid kit and be responsible for ensuring this is fully stocked and up to date. They must take care to ensure that when items are discarded, they are discarded safely.

The Headteacher is responsible for ensuring that a sufficient back-up stock is held on site.

Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first-aid signs and containers must be identified by a white cross on a green background.

A written record will be kept of all first aid administered either on the school premises or as part of a school/college related activity.

Adequate and appropriate first-aid provision will form part of the arrangements for out of hours activities at the school/college for which it is responsible, and also all out of school/college activities.

(Please refer to First Aid in school Policy for more detail)

## **12. MEDICINES**

Parents/carers of children requiring inhalers or medication for allergies (e.g. Epipen) are required to complete a consent form and return to school. Appropriate training is given to staff for the administration of such medication.

Inhalers/ Epipens are kept in classrooms in a suitable location.

The class teacher is responsible for ensuring inhalers etc are taken on school trips/visits.

As a general rule short term medication (e.g. antibiotics) will not be administered in school however individual cases should be discussed with the Head Teacher. If it is necessary to administer medication during the school day a consent form must be signed and a delegated member of staff will ensure administration.

No child will be discriminated against in terms of their medical needs (Disability Discrimination Act 1995) and staff who are required to administer medication will receive appropriate training and support.

Administration of medicines in school is voluntary and no member of staff will be compelled to administer against their will.

Non prescription drugs (eg. paracetamol) are not administered to pupils.

- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency



- ☒ children with medical conditions will be cared for in line with the medical conditions policy
- ☒ medication shall be kept securely in line with the medical conditions policy

Parents are informed if their child is unwell during the day.

The school is a nut free zone and parents are regularly reminded of this.

(Please refer to medical conditions policy for more detail)

### 13. ACCIDENT/INCIDENT REPORTING

All accidents, assaults and near miss incidents will be reported using the agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet (EDIS1), will be reported to the HSE within the required timescales.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

### 14. ASBESTOS

Overdale Infant School complies with the HSE's approved code of practice *Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143)*. The school is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The school has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. The Lamp along with the asbestos register will be kept up to date.

A minimum six monthly visual inspections of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and

documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the school's local asbestos management plan (Lamp).

Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re- routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.#

Any changes to building where asbestos any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's Lamp

## 15. CHILD PROTECTION

- All staff are made aware of the importance of safeguarding and have training annually.
- All members of staff are DBS checked on commencement of employment.
- Any safeguarding issues must be reported to the Designated Safeguarding Lead – Paula Coplin
- Safeguarding information and guidelines are displayed around school.

For more information on child protection and safeguarding please refer to our Safeguarding Policy.

## 16. CONTRACTORS

16.1 Overdale Infant School comply with the HSE's approved code of practice Construction (Design and Management) Regulations 2015' (L153) relating to the management and control of contractors. The school ensures that:

- roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
- competent contractors are used
- clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
- pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site

- key contacts are identified
- regular update meetings take place throughout any works/projects
- works are visually monitored and any concerns immediately reported
- works are signed off and any associated certification and documentation is obtained
- all staff/ pupils and other users of site remain in a safe environment for the duration of the works.
- all contractors are given access to the asbestos register
- all contractors to complete a contractor site induction sheet before work can proceed

## 17. ORGANISATION – OTHER ARRANGEMENTS

### **Audit**

Overdale Infant School's health and safety management will be audited by a member of the Governing Boar every year. The School reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the school.

### **Contractor management**

Overdale Infant School comply with the HSE's approved code of practice Construction (Design and Management) Regulations 2015' (L153) relating to the management and control of contractors. The school ensures that:

### **Control of hazardous substances**

Overdale Infant School comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. The school will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any requirement for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the schools procurement systems can be used on site

- substances are stored correctly and those that are no longer used are disposed of as per the substances safety data sheet
- COSHH risk assessments are monitored quarterly and reviewed annually

Dealing with health and safety emergencies – procedures and contacts

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

### **Defect reporting**

Overdale Infant School has a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

### **Display screen equipment (DSE)**

Overdale Infant School acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The school ensures that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health
- a trained DSE assessor is available

### **Driving**

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition.

All staff that drive the school minibus are suitably trained and insured.

### **Electrical systems and equipment**

Overdale Infant School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in low risk environments' (INDG236), by a competent contractor or trained with records maintained.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The school's defect reporting procedure is followed as required.

### **Fire safety**

Overdale Infant School is committed to providing a safe environment for both staff and pupils. The school manages the risk of fire by ensuring:

- An annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed on a regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments
- a detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- all staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction
- a fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- A fire log book is kept and maintained

### **Glass & Glazing**

Overdale Infant School will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing

The school will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

### **Grounds - Safety/Security Safety**

The school will ensure that there is safe access from the buildings and grounds including balancing the need for security with the need for emergency escape and lock down. The school will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment

### **Security**

Overdale Infant School reviews site security and this is updated on a regular basis or as necessary

### **Housekeeping – storage, cleaning & waste disposal**

The school will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.

The school will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The school will ensure that there is suitable and sufficient external waste bins secured from the risks of arson and tampering.

Where applicable and to accommodate the requirements of environmental legislation the school will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.

Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

### **Lone working**

Overdale Infant School will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height. Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.

### **Moving and handling**

Overdale Infant School complies with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).

Within Overdale Infant School there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The school manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted

- ☒ any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

### **Noise**

Overdale Infant School will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

### **Occupational health services and work-related stress**

Overdale Infant School acknowledges that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress.

The school will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HS(G) 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

### **Off-site visits including school-led adventure activities**

Overdale Infant School adopts the National Guidance for the Management of Off-site visits and LOfC activities.

- Risk assessments will be created for all off-site visits by trained and delegated visit leaders
- Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Head Teacher will approve the visit
- LCC do not approve off-site visits this can only be done by the Headteacher

### **Risk assessment**

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

Within the school various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times via the school's nominated Health & Safety representative with the exception of person specific risk assessments.

New and expectant mothers risk assessments will be conducted in line with HSE Guidance.

Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable.

### **Smoking**

Overdale Infant School complies with UK law on smoking in both indoor and external spaces. The school has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the used of substitute inhalers and all types of vaping devices including e-cigarettes. The school has signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

### **Statutory Inspections**

Overdale Infant School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed which is implemented by the Site Manager / Premises Officer and monitored by the health and safety committee.

### **Preventing workplace harassment and violence**

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from a situation or escalating situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- contact emergency services, as appropriate.
- inform the Head Teacher or a member of the senior management team if confrontation has taken place

Overdale Infant School will:

- ensure the Head Teacher or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required



- review the appropriate risk assessments following any incident.

### **Vehicles on Site**

All vehicles are limited to 4MPH with appropriate signage located at the entrances.

Parents and carers vehicles are not permitted on site during school hours.

### **Water hygiene management**

The school will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8).

The school will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions
- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid
- Address any remedial actions identified by the survey including dead leg removal or drain down
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable
- ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

### **Working at height**

The school will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). Manor High School use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. The school ensures that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted

- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

### **Workplace inspections**

Overdale Infant School recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the school's defect reporting procedure.