

Overdale Junior School



HEALTH AND SAFETY POLICY 2021

Policy Date:	March 2021	Version: 1.0	
Policy Review Date:	March 2022	Matt Evans	Date: 22.2.21
Ratified by Governing Body:			
Name Tony Smith		Tony Smith	Date 8/3/2021

1. Health and Safety Policy Statement

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils/students and visitors. The Governing Body 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.
- 1.2 The Governing Body 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 Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
- 1.3 The arrangements outlined in this policy statement, and the various other safety provisions made by the Governing Body, 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 Body 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.
- 1.4 The Governing Body will review this policy statement every 2 years. 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 Tony Smith

Chair, Governing Body

Date: 8/3/21

Signed: Matt Evans

Headteacher

Date: 22nd February 2021

Date for Review: March 2022

2. The Employer and the Governing Body

2.1 The 'Employer':

In Leicester City Council maintained and voluntary controlled schools/colleges, the employer is the Local Authority. The Governing Body is the employer in Voluntary Aided, Foundation and Trust schools, and Academies.

2.2 The Health & Safety at Work etc. Act 1974 places duties on employers to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of other persons who may be affected by their work activities, such as pupils/students and visitors. Employers also have additional duties under other legislation such as, for example, The Control of Substances Hazardous to Health Regulations and School Teachers Pay and Conditions (work life balance).

2.3 Governing Bodies of maintained schools/colleges and voluntary controlled schools, although not the employer, are required to base their health and safety policies on those of the Local Authority. Governing Bodies of Voluntary Aided, Foundation and Trust schools, and Academies' need not adopt the Local Authority policies, but they must have policies of an equal standard. As such, they are strongly recommended to adopt and implement Local Authority safety policies, procedures and practices.

2.4 The Local Authority, where it is the employer, **requires** that all **Governing Bodies** and **Key Managers** implement relevant health & safety enactments, policies, codes of practice/guidelines and operate effective safety management systems for all activities on all sites that they manage. (See 9 re: Hirers, Contractors and Others.)

2.5 For the purposes of health & safety management, all Headteachers/Principals are deemed to be Key Managers.

3. Responsibilities/Duties of the Governing Body

- 3.1 Governors are responsible for monitoring compliance with statutory requirements and with the Local Authority school/college 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. A 'Governing Body Health & Safety Committee' should be established to periodically monitor and review the effectiveness of the school/college health and safety policy and ensure that any necessary changes are made. (Model terms of reference for such a committee may be found in the Leicester City Governors' Guide to Committees).

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 Facilities Manager.
- The Business Manager.
- The school/college nurse or doctor.
- The premises officer.

- 3.2 The Governing Body 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 Body 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

3.3 The Governing Body, so far as is reasonably practicable and in consultation with the Headteacher/Principal, 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.

3.4 So far as is reasonably practicable, the Governing Body, 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.

3.5 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.

3.6 Overdale Junior 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 Junior 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 Junior School that may arise from their activities

Overdale Junior 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

3.7 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.

4. Responsibilities/Duties of the Headteacher

4.1 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.

4.2 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.

4.3 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 Body/ 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 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.

5. Responsibilities/Duties of Other Managers

(e.g. heads of departments, subject/phase leaders, site managers/premises officers, etc.)

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

5.2 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.

5.3 As part of their day to day work all managers will ensure that:

- Safe methods of work exist and are implemented throughout their department/area of responsibility.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- All health and safety information is communicated to the relevant persons.
- They themselves and others for whom they have direct responsibility take part in health and safety training as appropriate. (including ensuring that new employees receive health and safety induction training).
- Staff, pupils/students and others under their management are instructed in safe working practices and adequate supervision is provided at all times.
- Regular safety inspections are made of their area of responsibility and recorded and corrective action is taken where necessary to ensure the health and safety of staff, pupils/students and others.
- They carry out/are aware of hazard identification and risk assessments as appropriate for their area of work.
- All tools, machinery, plant and equipment in the department/area in which they work are adequately guarded and are in good and safe working order.
- All reasonably practicable steps are taken to prevent the unauthorised and improper use of all tools, machinery, plant and equipment in the department/area in which they work.

- Appropriate protective clothing and equipment, first-aid and fire appliances are provided and are readily available.
- Toxic, hazardous and highly flammable substances in the department/area in which they work are the subject of a written risk assessment, and are correctly used, stored and labelled.
- All health and safety signs meet the statutory requirements (e.g. Safety Signs and Signal Regulations) and are clearly displayed in appropriate locations.
- They monitor the standard of health and safety throughout the department/area in which they work, 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.
- They report, as appropriate, any health and safety concerns to their Headteacher/Principal, manager and safety representative.

6. Additional Responsibilities/Duties of Specific Managers

6A. Additional Responsibilities/Duties of 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

6B. Additional Responsibilities/Duties of Head of Design & Technology

- Ensure suitable and sufficient risk assessments are in place for all activities and operations in design and technology ‘workshops’;
- 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 design and technology staff are suitably trained and competent for the operations undertaken, that their training is current and that suitable records are kept on site;
- Ensure that suitable personal protective equipment (PPE) is available for use in design and technology ‘workshops’ and that appropriate supervision is in place to ensure the use of that PPE when necessary for the protection of the health and safety of staff and pupils;

- Ensure that suitable arrangements are in place for accidents and emergencies in design and technology ‘workshops’;

6C. Additional Responsibilities/Duties of Head of Science

- Ensure suitable and sufficient risk assessments are in place for all activities and 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 suitable arrangements are in place for the safe storage and use of chemicals and for the disposal of waste chemicals (and equipment) in accordance with relevant legislation;
- Ensure that all science staff are suitably trained and competent for the operations undertaken, that their training is current and that suitable records are kept on site;

6D. Additional Responsibilities/Duties of Head of PE/Sports
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- 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 PE and sports 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;

7. Responsibilities/Duties of All Staff

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

7.1 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 Body.
- 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.

8. Additional Responsibilities/Duties of Specific Roles

8A. Additional Responsibilities/Duties of the Educational Visits Coordinator (EVC)

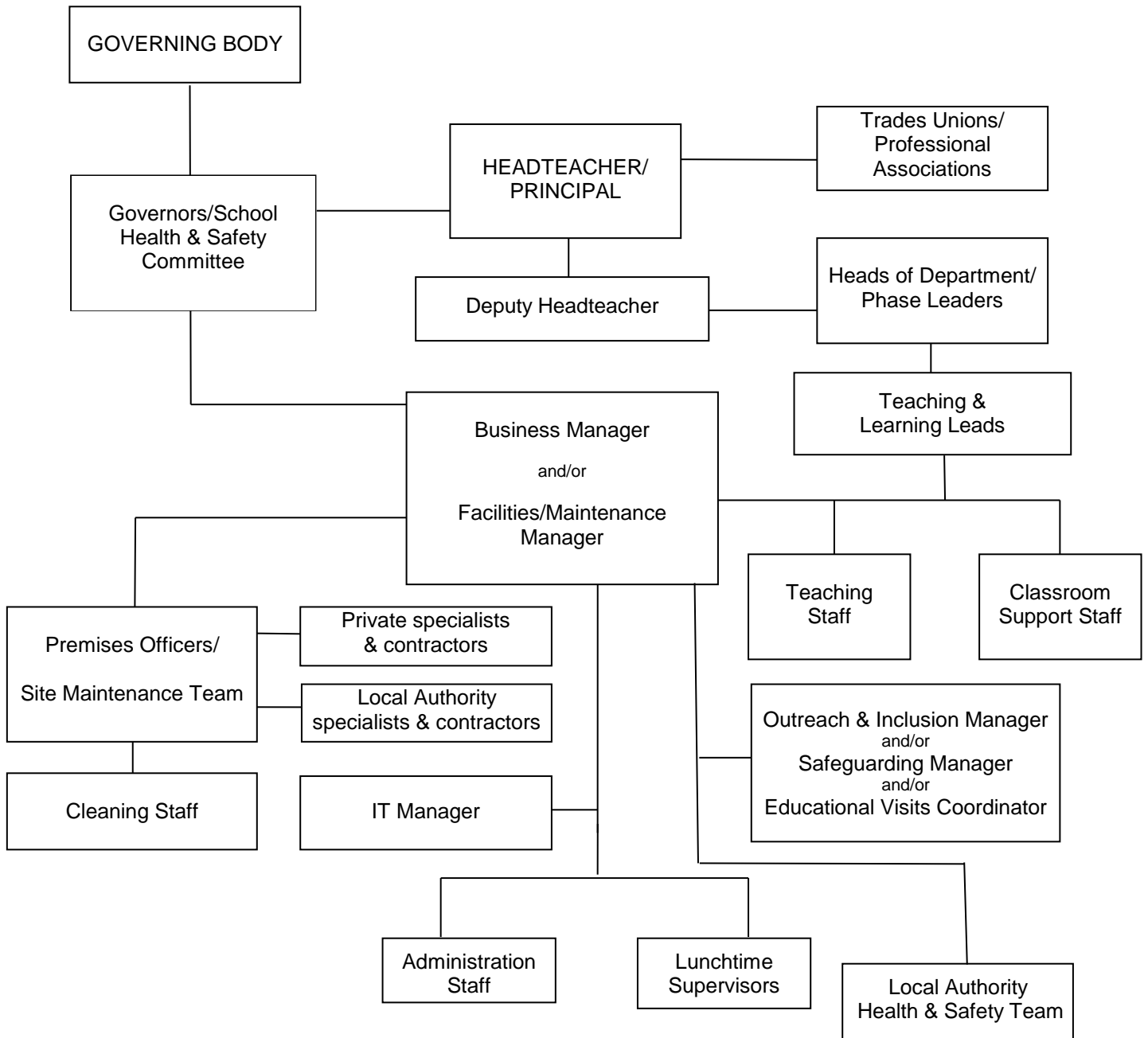
- Ensure all educational visits are planned and undertaken in accordance with current national and local guidelines;
- Ensure suitable and sufficient risk assessments and other arrangements are in place for all educational visits;
- Ensure all educational visits are adequately supervised and staffed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

8B. Additional Responsibilities/Duties of Premises Officer(s)

- Undertake relevant inspections and monitoring including asbestos and water hygiene monitoring, fire safety checks, ladder inspections, etc;
- Ensure premises records are kept up to date, including records of asbestos and water hygiene monitoring, fire drills, fire safety checks, contractor maintenance, portable appliance testing, swimming pool water treatment checks, etc.
- Ensure contractors are informed of relevant health and safety procedures, e.g. fire evacuation procedures, and any hazards they may encounter on site, e.g. asbestos, fragile roofs, etc. before commencing any work.
- Undertake the health and safety induction of new members of staff including fire evacuation procedures, relevant risk assessments and the significant hazards, arrangements for reporting accidents and/or defects, etc.
- Ensure that all the school's machinery, plant and other fixed services and systems are maintained (and also formally inspected as relevant), and that maintenance and inspection records are kept on site;
- Ensure that emergency procedures are in place, including arrangements for 'out of hours' emergencies, that these are communicated to all staff and tested regularly, e.g. regular fire drills, and that relevant information is readily available to the emergency services, e.g. by using a red fire information box;

- Ensure visitors to site (including contractors) are informed of relevant health and safety procedures, e.g. fire evacuation procedures, and any hazards they may encounter e.g. asbestos, fragile roofs, etc whilst on site;
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9. Health & Safety Reporting/Communication Arrangements where the Governing Body/Trust is the Employer



N.B. There may be additional, alternative or fewer roles that need to be taken account of in the responsibilities flow chart. All roles relevant for the purposes of health and safety must be included.

10. Staff Consultative Arrangements

- 10.1 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.
- 10.2 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.
- 10.3 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.
- 10.4 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.
- 10.5 The Safety Committee will report to the Headteacher/Principal, the Governing Body and/or the Children and Young People's Services Safety Committee as appropriate.

10.6 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.

10.4 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 Body or Local Authority.

10.8 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.*

10.9 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.

11. Contractors and Others

11.1 Overdale Junior 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

11.6 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.

11.7 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.

11.8 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.

12. Risk Assessment

12.1 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.

12.2 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.

13. Emergency Plans

13.1 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.

13.2 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

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

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

13.4 The plans will be agreed by the Governing Body/ 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.

14 First Aid

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

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

14.3 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).

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

14.5 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.

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

14.7 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.

14.8 First-aid kits must also be held at various locations throughout the school/college as determined by risk assessment (e.g. laboratories, gymnasiums, workshops, playgrounds, sportsfields, etc.). A first-aider should be located within the immediate vicinity of one of these 'first aid points'. These locations will be prominently marked. Notices will also be displayed prominently in these areas (See 12.6).

14.9 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.

14.10 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.

14.11 First Aid Box Contents:

There is no mandatory list of items that should be included in a first aid container.

The Headteacher should decide what to include in the first-aid containers from information gathered during their assessment of first-aid needs. As a guide, *where no special risk arises in the workplace*, the HSE recommend a **minimum** stock of first-aid items would normally be:

- A leaflet giving general guidance on first aid (for example HSE leaflet 'Basic Advice on First Aid at Work')

- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may need to be of a detectable type for food handlers);
- Two sterile eye pads
- Two individually wrapped triangular bandages (preferably sterile);
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings - approximately 12 cm x 12 cm
- Two large sterile individually wrapped unmedicated wound dressings - approximately 18 cm x 18 cm
- At least three pairs of disposable gloves
- One pair blunt ended scissors
- Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for reuse.

This is only a suggested contents list. It is likely that greater quantities of the above will be required in a school environment to reduce the risk of not re-stocking quickly enough.

The assessment may conclude that there is a need for additional materials and equipment, for example a blanket, adhesive tape, disposable aprons, individually wrapped moist wipes. These should be kept in the first aid container if there is room, but may be stored separately (in the first aid room?) as long as they are available for use if required.

Notes:

The information in the following sections is shown only as an example; you may use the information already shown or you can include your own, locally produced, policies instead.

The list is not exhaustive and only those policies that are relevant and appropriate to your establishment need be included.

15. Accident/Incident Reporting

- All accidents, assaults and near miss incidents will be reported in the accident book or 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).

16. Administration of Medicine

16.1

- 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 (E.g. paracetamol) are not administered to pupils.
- 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.

17. Asbestos

- Overdale Junior 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

18. Child Protection

- All staff are made aware of safeguarding.
- All members of staff and volunteers are DBS checked on commencement of employment. Any safeguarding issues will be reported to the Designated Safeguarding Lead Matt Evans or Deputy Designated Safeguarding Lead.
- Staff are regularly reminded about Safeguarding issues.

19. Contractors

Overdale Junior 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

20. Control of Substances Hazardous to Health (COSHH)

20.1 **Overdale Junior School** adopts Leicester City Council's COSHH – Hazardous Substances Safety Management Standard which is shown at [<Appendix/Annex/Link??>](#)

21. Cyclical Maintenance

21.1 **Overdale Junior School** adopts Leicester City Council's Cyclical Maintenance Safety Management Standard which is shown at [<Appendix/Annex/Link??>](#)

22. Display Screen Equipment

22.1 **Overdale Junior School** adopts Leicester City Council's Display Screen Equipment Safety Management Standard which is shown at [<Appendix/Annex/Link??>](#)

23. Emergencies

23.1 **Overdale Junior School** adopts Leicester City Council's guide for 'Coping with a School Emergency, Crisis Line for Trips & Visits **and other emergency procedures** [<Appendix/Annex/Link??>](#).

24. Fire Safety

24.1 **Overdale Junior School** adopts Leicester City Council's Fire Safety in LCC Workplaces Safety Management Standard and the setting's evacuation procedure which is shown at [<Appendix/Annex/Link??>](#)

25. Lone Working

25.1 **Overdale Junior School** adopts Leicester City Council's Lone Working Safety Management Standard which is shown at [<Appendix/Annex/Link??>](#)

26. Manual Handling

26.1 **Overdale Junior School** adopts Leicester City Council's Manual Handling Safety Management Standard which is shown at [<Appendix/Annex/Link??>](#)

27. Mobile Phones

27.1 **Overdale Junior School** adopts Leicester City Council's Bulletin No. 59, Use of Mobile Phones by Pupils which is shown at [<Appendix/Annex/Link??>](#)

28. New and Expectant Mothers

28.1 **Overdale Junior School** adopts Leicester City Council's New and Expectant Mothers at Work Safety Management Standard which is shown at [<Appendix/Annex/Link??>](#)

29. Personal Emergency Evacuation Plans (PEEPs)

29.1 **Overdale Junior School** adopts Leicester City Council's Evacuation Arrangements for People with Disabilities – Personal Emergency Evacuation Plan Safety Management Standard which is shown at [<Appendix/Annex/Link??>](#)

30. Personal Protective Equipment (PPE)

- 30.1 **Overdale Junior School** adopts Leicester City Council's Personal Protective Equipment (PPE) Safety Management Standard which is shown at [<Appendix/Annex/Link??>](#)

31. Portable Electrical Equipment

- 31.1 **Overdale Junior School** adopts Leicester City Council's Portable Electrical Equipment – Testing and Inspection Safety Management Standard which is shown at [<Appendix/Annex/Link??>](#)

32. Radiation

- 32.1 **Overdale Junior School** adopts Leicester City Council's Managing Ionising Radiation in LCC Workplaces Safety Management Standard which is shown at [<Appendix/Annex/Link??>](#)

33. Risk Assessment

- 33.1 **Overdale Junior School** adopts Leicester City Council's Health and Safety Risk Assessment Safety Management Standard which is shown at [<Appendix/Annex/Link??>](#)

34. Smoking

- 34.1 **Overdale Junior School** adopts Leicester City Council's Smoking Policy which is shown at [<Appendix/Annex/Link??>](#)

35. Statutory Inspections

- 35.1 **Overdale Junior School** adopts Leicester City Council's Statutory Inspections Safety Management Standard which is shown at [<Appendix/Annex/Link??>](#)

36. Stress

- 36.1 **Overdale Junior School** adopts Leicester City Council's Stress Management Safety Management Standard which is shown at [<Appendix/Annex/Link??>](#)

37. Swimming

- 37.1 **Overdale Junior School** adopts Leicester City Council's guidance on Safe Swimming Practice in Schools and Other Settings (and associated documentation) which is shown at [<Appendix/Annex/Link??>](#)

38. Trips and Visits

- 38.1 **Overdale Junior School** adopts Leicester City Council's Directive 33, Policy for Offsite Visits and Adventure Activities in Schools and all other settings which is shown at [<Appendix/Annex/Link??>](#)

39. Violence and Aggression

- 39.1 **Overdale Junior School** adopts Leicester City Council's Violence and Aggression Safety Management Standard on preventing violence to staff by members of the public which is shown at [<Appendix/Annex/Link??>](#)

40. Visitors Security

- 40.1 **Overdale Junior School** adopts Leicester City Council's Visitors Security (Health, Safety and Welfare) Management Guidance Note (C26) which is shown at [<Appendix/Annex/Link??>](#)

41. Water Hygiene

- 41.1 **Overdale Junior School** adopts Leicester City Council's Water Hygiene Management in LCC Workplaces Safety Management Standard which is shown at [<Appendix/Annex/Link??>](#)

42. Health & Safety Bulletins

- 42.1 **Overdale Junior School** adopts the range of Health & Safety Bulletins, Directives and Guidance issued by Leicester City Council to help schools, colleges and other establishments with the health and safety aspects of running their premises. There are listed in full at [<Appendix/Annex/Link??>](#)