



## **Mountbatten Health and Safety Policy**

**June 2018**

### **Statement of Intent**

The Chief Executive under the Health and Safety at Work etc. Act has ultimate responsibility for health and safety within Hull City Council. The Chief Operating Officer has been delegated the responsibility for the strategic management of Health and Safety. Governors and Headteacher fully recognise and accept their responsibilities as an employer under the Health and Safety at Work etc. Act 1974.

Mountbatten Primary School is committed to ensuring, so far as is reasonably practicable, a working environment and systems of work that are safe for any person who may be affected by the organisation's activities including employee, service-users, residents, students, contractors and visitors.

Mountbatten Primary School is responsible for the delivery of a wide range of services and the way in which they are delivered can affect the health and safety of employees, pupils and visitor, therefore it is important to ensure that every part of the work is carried out safely. This means more than just aiming to comply with minimum legislative requirements and it requires commitment from all levels of the school.

Strategies have been developed and implemented across the council and are continually reviewed to maintain and improve our standards by ensuring:

- Implementation and maintenance of an effective Health and Safety Management System
- Safe working environments
- Safe systems of work, plant and equipment
- Adequate information, instruction, training and supervision to ensure all school staff can carry out their work in a safe, competent and professional manner
- Functioning pro-active and reactive performance monitoring system
- Clear communication and consultation channels

Health and safety is a line management responsibility and all managers must embrace health and safety management as an integral part of their duties. All employees also have a statutory duty to take reasonable care for the safety and health of themselves and others who may be affected by their acts or omissions. This includes complying with school policies and not misusing equipment provided in the interest of health and safety.

Specialist advisors are employed by the school to assist the Headteacher, SLT and employees in fulfilling their obligations and those appointments are detailed in the health and safety policy.

School-wide management channels are maintained to encourage and promote effective consultation, co-operation and communication throughout the school.

This policy and statement of intent are to be brought to the attention of all employees at the earliest opportunity and made available to partner and other outside organisations as appropriate. All managers must ensure that any amendments to the policy or health and safety management procedures are timely and appropriately communicated to all staff under their area of responsibility.

## **Organisation**

### Introduction:

To comply with the Statement of Intent the school's normal management structure have additional responsibilities, as detailed below.

An example organisational chart showing the school's health and safety management structure is at Appendix 2 and will require amendment to fit the school structure.

### The Governing Body:

The Governing Body has the following responsibilities and must ensure that they:-

- set a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives
- are responsible for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities
- have sufficient experience, knowledge and training to perform the tasks required of them
- create clear procedures which assess the risk from hazards and produce safe systems of work
- measure health and safety performance both actively and reactively and is reviewed annually
- ensure that the necessary physical, financial and human resources required to effectively implementing the health and safety policy and associated procedures are available
- keep themselves informed of any significant health and safety failures, and of the outcome of the investigation into their causes

- consider and address any potential health and safety implications of all their decisions before they are taken

health and safety is recognised as a core business function and fully integrated into the business activities of the school

### Head of School

The Head of School has the following responsibilities and must ensure that:

- they set a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues, consultation and cooperation with employees and employee representatives
- they liaise with the Health and Safety Team to assist in the implementation of the School's Health and Safety Policy, related documents and specific procedures
- there is full commitment to the statement of intent for Health, Safety and Welfare
- a clear written local policy for health and safety is produced and that the policy is communicated to staff and others requiring the information
- appropriate information on significant risk activities is given to visitors and contractors
- appropriate consultation arrangements are in place for staff and their representatives
- all staff receive adequate training, instruction and supervision to enable them to effectively carry out their responsibilities
- risk assessments of the premises and working practices are undertaken
- safe systems of work are in place for identified risk factors
- emergency procedures are in place
- equipment is inspected and tested to ensure it remains in a safe condition
- records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents and investigations
- arrangements are in place to monitor premises and performance
- all accidents are investigated and any remedial actions are implemented

- they report to the Governing Body at least annually on health and safety performance of the school

### School Business Manager/Site Facilities Officer

The School Business Manager/Site Facilities Officer have responsibility for the day to day management of the building and reports to the responsible person (Head of School) on any matters that may compromise the safety of employees, contractors, visitors and others where immediate actions are not effective or applicable, this includes ensuring that:

- The scheme of precautions to control the risk of Legionella, fire and asbestos etc. are implemented fully by the responsible and competent person and bringing to the attention of the Health and Safety Team any significant deficiencies that may arise from building related council activities and reporting of ALL incidents
- Site Meetings are held at regular intervals with relevant representatives and is chaired by the responsible person (Terms of Reference are consistent with health and safety standards)
- They are responsible for ensuring that adequate control procedures are in place for contractors (in co-ordination with appointed persons)
- Co- ordinate and manage the annual risk assessment process for the school
- Co-ordinate the annual general workplace monitoring inspections and performance monitoring process
- Make provision for the inspection and maintenance of work equipment throughout the school including statutory inspections (LOLER)
- Ensure that staff are adequately informed in safety and welfare matters about their specific work place and the school generally
- Carry out any other functions required by the Head of School or Governing body

### Staff Holding Positions of Special Responsibility.

This includes: Deputy Head teacher, Curriculum Leaders and Phase Leaders. They have the following responsibilities:

- Apply the School's Health and Safety Policy requirements to their own area of work and be directly responsible to the Head of School for the application of Health and Safety procedures and arrangements
- Set a personal example at all times with respect to health and safety good practice and promote a positive health and safety culture by demonstrating a clear commitment to achieving high standards of health and safety management through positive leadership on health and safety issues consultation and cooperation with employees and employee representatives
- Carry out health and safety risk assessments of the activities they are responsible for
- Ensure that all staff under their control is familiar with any health and safety procedure for their area of work
- Attempt to resolve health, safety and welfare problems from members of staff or refer them to the Head of School. Any problems that cannot be resolved locally should be forwarded to the HCC Health and Safety Team for advice
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a good record of these inspections
- Ensure, as far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety
- Investigate any accidents that occur within their area of responsibility
- Keeping the Head of School informed on the Health and Safety performance of his/her department or area of responsibility (this could be facilitated by quarterly briefings, an annual report, etc.)

### Class Teachers

Class Teachers are expected to:-

- Set a personal example at all times with respect to health and safety practice
- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies
- Follow particular health and safety measures in their own teaching areas as laid down in the relevant Guidance Procedures
- Give clear oral and written instructions and warnings to pupils when necessary

- Ensuring they inform Site Facility Officer or School Business Manager on equipment or machinery that may be defective and of any other health and safety failing (by completing the Man
- Integrate all relevant aspects of safety into the teaching process and where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- Undertake risk assessments, identifying and implementing control measures, communicating the outcomes to employees and others as appropriate
- Report all incidents and dangerous occurrences to the Phase Leader
- Keeping up to date with existing and revised health and safety legislation, standards and good practices relevant to their activities

### All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies
- Co-operate with school management in complying with relevant health and safety law
- Use all work equipment and substances in accordance with instruction, training and information received
- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places
- Report all incidents in line with current incident reporting procedure
- Act in accordance with any specific health and safety training received inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements
- Exercise good standards of housekeeping and cleanliness

### All Pupils

Pupils, allowing for their age and aptitude, are expected to;

- Exercise personal responsibility for health and safety of themselves and others

- Observe standards of dress consistent with health and safety and/or hygiene
- Observe all the health and safety rules of the school of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

### **Procedures and Arrangements**

The following procedures and arrangements have been adopted to ensure compliance with Statement of Intent.

#### **Risk Assessments**

- General risk assessment – will be co-ordinated by Sarah Stockhill, School Business Manager
- New and expectant mothers risk assessment – will be carried out by Sarah Stockhill, School Business Manager
- Curriculum activities assessment – Risk Assessments for Curriculum activities will be carried out by relevant Phase Leaders and subject coordinators
- Fire safety assessment – A site-specific fire risk assessment has been carried out by M & L Fire Risk Assessments and will be reviewed annually by Site Facility Officer.
- Manual handling assessments – Manual handling risk assessments will be carried out (co-ordinated) by either Sarah Stockhill, School Business Manager or Alison Fisher
- Computers and Workstation assessments – Workstation DSE assessments will be carried out by individuals using DSE equipment.
- Hazardous substances – Alison Fisher, Site Facility Officer is responsible for identifying and assessing hazardous substances within their area of responsibility, for which no generic assessment exists in the 'Caretaking' manual. Teaching staff are responsible for art / craft products if they have a warning indicator or a product is used for its non-intended purpose.
- Stress Risk Assessment – Assessment of the risks of stress to staff will be carried out by the Head of School
- Violence – Assessment of the risks of violence to staff will be carried out by the Head of School

### Incident/accident reporting

Accidents should be reported to a member of staff as soon as possible and an Accident Report Form completed by the member of staff dealing with the incident. All accident forms should be given to Alison Fisher on a daily basis. These can be left at the main office for Alison Fisher to collect. These forms are then entered onto the Airswab system and the paper form stored in the folder in Alison Fisher's office.

A separate incident form should be completed by staff for more serious accidents, i.e. those that require off site medical attention or due to premises faults. Alison Fisher will advise if this needs to be completed.

All accidents are monitored and a termly report given to governors. Any areas of concern will be logged and further action logged.

(Please refer to Hull City Council incident reporting policy and procedures for further guidance)

### Gas Leaks

Any member of staff discovering a suspected gas leak should inform their line manager who will make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone British Gas on 0800 111999. If there is a slight smell of gas, the first action should be to check all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

### Chemical spills

Staff should follow procedures as identified in relevant COSHH assessments.

### Bodily Fluids and Clinical Waste

Staff should follow procedures as identified in the Procedure for Cleaning up of Bodily Fluids and removal of Clinical waste.

### Fire and Evacuation

Staff should follow the school's Roles and Responsibilities for Fire drills and emergency evacuations. Alison Fisher, Site facility Officer is responsible for coordinating any evacuation relating to fire and Sarah Stockhill, School Business Manager is responsible for coordinating any other emergency evacuation.

### First Aid

All Teaching Assistants and Midday Supervisors are first aid trained. Please see the First Aid Policy for further details.

### Radiation Protection

Hull City Council has appointed a Radiation Protection Advisor (RPA) for Local Authority schools as the competent person. They will provide advice to ensure compliance with legal requirements; further advice can be sought from the Health and Safety Team.

- The Radiation Protection Officer (RPO) is responsible for addressing routine issues. When issues cannot be addressed at local level, the RPO will contact the RPA
- The Radiation Protection Supervisor have the day to day responsibility for the security, safe storage, use and monitoring of radioactive sources in the school and that staff understand local policy and procedure.

## **Health and Safety Training**

- Health and Safety and Fire Safety induction training will be provided for all new employees by Alison Fisher, Site Facilities Officer
- The following professional bodies offer school specific training
  - CLEAPPS offer a range of courses for science and design and technology
  - The Association of British Theatre Technicians (ABTT) offer a range of drama courses
  - National Society for education in Art and Design (NSEAD)
  - Training and Development Agency for schools (TDA) national CPD database
  - Design and Technology Association (DATA): Teacher accreditation scheme

The following health and safety training will be undertaken by the relevant staff in the following areas:

COSHH - Site Facility Officer, Cleaning Staff

Manual Handling – Administration staff, Site Facility Officer, Cleaning staff

IOSH – Site Facility Officer

All staff – basic fire safety and basic health and safety

DSE – Administration staff and Head of School

BICS 1 – Site facility Officer, Cleaning staff

## **Inspection and Testing of Plant and Equipment**

### **Statutory inspections**

All plant and equipment requiring statutory inspection and testing (i.e. Steam Boilers, lifting equipment, local exhaust ventilation, pressure cookers etc.) will be inspected by Allianz. The School Business Manager will be responsible for ensuring that an up to date inventory is kept of all plant and equipment and that Insurance and Loss control are informed of any new installation/any removal of equipment/change of usage etc.

### Portable electrical appliances

Inspection and testing of portable electrical appliances will be carried out by Alison Fisher, Site Facilities Officer

### Equipment maintenance

Phase Leaders/Subject Coordinators will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified, implemented and an up to date inventory is kept.

### Ladders and access equipment

The Site Facility Officer will be responsible for inspection and maintenance of ladders and other access equipment following guidance or advice from the Health and Safety Team.

## **Health and Safety Monitoring**

### Inspection of premises

- General workplace Inspection will be co-ordinated by the Site Facilities Officer
- Monitoring inspections of individual areas will be carried out by Phase Leaders/Subject Coordinators or nominated staff.

## **Consultation and Communication of Information**

### Consultation:

The Governors Finance and General Purposes Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management. Committee members are:

<b>Antonio Tombanane</b>	<b>Chair</b>
<b>Sarah McKie</b>	<b>Link Governor for Safety</b>
<b>Richard Spurr</b>	<b>Co-opted Governor</b>
<b>Paula Todd</b>	<b>Parent Governor</b>
<b>Lisa Traynor</b>	<b>Head of School</b>

### Communication of information:

- The head teacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document
- The Health and Safety Law poster is displayed at both main entrances and in the staff room
- Health and Safety advice is available Hull City Council Health and Safety Team for Schools

## **Premises Management**

### Supervision of pupils:

Breakfast Club – the school has employed 3 members of staff to supervise the Breakfast Club. In addition to this there is a member of staff from Hull City Council who deals with the food

Break – there will be at least 2 members of staff present on each of the key stage playgrounds at morning break time. This is staffed via a rota held in the relevant staff room.

Lunchtime – a team of Middays Supervisors look after the children on a lunchtime using the following ratios:

KS1 = 1:60

KS2 = 1:90

### Security and visitors

All visitors must report to the main reception in the KS2 building where they will be asked to sign the visitors' book and wear an identification badge.

### Vehicles on Site/Parking

- Cars must be parked in designated areas
- The risks of persons and vehicles coming into contact will be controlled by Alison Fisher, Site Facilities Officer
- Delivery/contractor vehicles must park as directed by premises staff
- Arrangement for disabled persons: a parking space is available adjacent to each Key Stage building for disabled badge holders only

### Building maintenance:

- General building maintenance is carried coordinated by Alison Fisher, Site Facilities Officer (depending on the complexity of the works required)

### Asbestos Management

- The asbestos register is held in the Site Facilities Officers base which is located next to the PPA room in KS2 building.
- Alison Fisher is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified with Hull City Council Property and Asset Team. (or the relevant asbestos management team)

## Control of contractors

- All contractors must report to the main reception in the KS2 building where they will be requested to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions
- Alison Fisher is responsible for monitoring areas where the contractor's work may affect staff and pupils for keeping records of all contractor work.

## Lettings management

Lettings are managed by Sarah Stockhill following the 'Community Use Policy and Procedures'.

## **Other Procedures**

### Emergency response management

The local Authority's 'emergency response' guidelines are followed and staff are made aware of the advice given, in conjunction with the school site-specific emergency response procedures

### Managing medicines

Prescribed medication will be administered to pupils following guidance contained in the administration of medicines policy and DfE guidance. The following people have been nominated as responsible persons for control of administration of medicines to pupils:

- EYFS – Michelle Cook
- KS1 – Pam Goldspink
- KS2 – Andrea Hudson

### Educational Visits

Educational visits will be organised following guidance contained in DfE documentation with advice from the Educational visits consultant. The Educational Visits Co-ordinator is Louise Pitts.

## **1. Reference Documentation**

All reference documentation relating to this policy and the School's Health and Safety management systems can be accessed in the Site Facility Officer's office.

### **Consultation**

The development of this policy has been subject to a consultation process as follows;

- SLT
- Staff

- Governors

## **Communication and Dissemination**

This policy is available on Its Learning, via the Staff Shared folder and paper copies kept in the KS2 Staff room and the office.

## **Policy Review**

This policy will be reviewed annually and republished on a three yearly basis or sooner if required.

This Policy should be read in conjunction with the associated policies listed below:

- Whistleblowing Policy
- Safeguarding |& Child protection Policy
- Anti-Bullying Policy
- Physical Intervention Policy
- E-safeguarding Policy
- Attendance Policy
- Behaviour Policy
- Induction Policy
- First Aid Policy
- Medical Needs Policy
- Management of Allegations Against Staff Policy
- COSHH
- Fire Safety Policy
- Dealing with Bodily Fluids and Disposal of Clinical Waste

Date Reviewed: June 2018

Policy reviewed by: Alison Fisher

Date approved by the Governing Body: 10/7/18

Review Date: June 2020

Appendix 3

HEALTH AND SAFETY ORGANISATIONAL CHART

