



The Kingfisher Schools Federation

Health, Safety & Welfare Policy

1. INTRODUCTION

Suffolk County Council has the prime responsibility for health and safety and the governing body and Head Teacher have specific responsibilities to manage health, safety and welfare at the school level; they have responsibilities:-

- to support the published policies and aims of the county council, and
- to promote continuous improvement in the health and safety performance of the education service;
- the head teacher, as Local Health and Safety Coordinator has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council;

This duty extends to ensuring that working conditions and environment substances used equipment provided, and working methods adopted do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff and visitors in the school.

2. ORGANISATION

The Head Teacher has **responsibility** for day-to-day management of health and safety issues and is known as the **Local Health and Safety Coordinator**.

All staff should have regard to their own **H&S** and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly. Individual members of staff are responsible for the particular areas as follows:



Task	Name of person responsible	Job title of person responsible
H&S Policy Review	Ruth Nixon	Ruth Nixon
Health and safety committee and/or governor committees	Graham Kemp	Chair of H&S committee
Communication and information management	Ruth Nixon	Headteacher
Critical Incident Management	H&S Committee members	H&S Committee
H&S Induction Training	H&S Committee members	H&S Committee
Programmed updating training	H&S Committee member	H&S Committee
Personal safety procedures (also SchoolSafe)	Julie Pope	SchoolSafe Facilitator
Planned checks (procedures)	H&S Committee members	H&S Committee
Planned checks (equipment)	H&S Committee members	H&S Committee
Planned checks (premises)	H&S Committee members	H&S Committee
Incident reporting/investigation	Ruth Nixon	Head Teacher
Coordination of risk assessment work	H&S Committee members	H&S Committee
Fire procedures including personal emergency evacuation plans	H&S Committee members	H&S Committee
Locally organised premises maintenance, repair and improvement	Kirsten Ward	School Business Manager
First Aid (training and equipment)	Ruth Nixon Kirsten Ward	Head Teacher School Business Manager



Vehicle control and pedestrian safety	H&S Committee members as above	H&S Committee
Educational visits coordinator (EVC)	Individual Class Teacher	Class Teacher
Stress and Wellbeing	Kirsten Ward	School Business Manager
School Minibus	Kirsten Ward	School Business Manager
Safeguarding Co-ordinator	Ruth Nixon	Head Teacher
Supporting pupils with medical needs	Ruth Nixon	Head Teacher
Premises Security	Trevor Scott Anthony Breynton	Caretaker Cleaner in charge
Contractors on site	Kirsten Ward Maria Clark (Southwold) April Bunn (B&NC) Anthony Bryenton Trevor Scott	School Business Manager Admin Officers Cleaner in charge Caretaker
Outside lettings	Ruth Nixon	Head Teacher Chair of Finance Committee

Health and Safety Policy Review

- The school's health and safety policy is reviewed and updated annually. The review process incorporates views from the staff.
- A copy of the policy will be displayed on the Health & Safety notice board in the staffroom so that it is available to all staff.

Health and Safety Committee

- The governor's Health & Safety committee meets at least annually, to consider health and safety issues.
- The proceedings of the H&S committee meetings are formally recorded and action points brought forward for review.
- The Head Teacher presents an annual report in the recommended format for health and safety to the whole governing body.



- The committee reviews the school's incident records each year, to identify any patterns or other indicators requiring management attention.
- The governors review the content of the Governors' web site.

Communication and Information Management:

- The Head Teacher and the Chair of the H&S Committee routinely check the Schools Portal for Health and Safety updates.
- The school has a Staff Handbook to ensure that relevant health and safety information is passed on to the relevant people within the school.
- Subject co-ordinators must acknowledge their specific responsibility for managing curriculum subject specific information and keeping the school's health and safety committee and Head Teacher informed about new information and guidance received.
- A copy of the school Health and Safety policy is made available to staff in the following way: each member of staff has a copy of the Staff Handbook, in which there is a copy of the Health & Safety policy.
- There is a specific notice board/file in the staff room for general health and safety information that any member of staff may refer to at any time.

The following items are included:

- a) The school's health and safety policy; *
- b) The "Health and Safety Law poster;
- c) Notes from the school's health and safety committee meetings;
- d) Poster displays or other awareness raising;
- e) The names of the trade union or association representatives within the school;
- f) Incident reporting procedure;

* The school's health and safety policy can be circulated to staff by electronic means (and 'electronic signature' can be used to register that the each individual has seen it).

The school must ensure that all individuals and groups of staff are properly informed and therefore a variety of means of distribution should be considered. It is neither necessary nor desirable that each employee should have a paper copy of the school's general policy document.

The "Education Health and Safety - Local Management of Schools" manual and updates are on the School Portal and are referred to at governors meetings.



Critical Incident Management and temporary staffing absences:-

- County guidelines are followed for Critical Incident Management
- In the absence of the HT, the Senior Teacher will take over her duties.
- In the absence of the cleaner in charge, the HT will take over the security of the premises.
- Sufficient members of staff have been trained in First Aid to ensure that there should always be a trained member of staff on the premises.

Health and Safety Induction Training

All staff receives appropriate induction training including training that is matched to their specific work and responsibilities.

Members of staff who are new to the school, particularly those with management responsibilities, have a comprehensive induction. General checklist for use with employees:

- Overview of the school's health and safety policy and organisational structure;
- Tour of the premises;
- Current health and safety priorities for the school - safety policy targets;
- Communication and relationships with other departments, schools and Suffolk County Council;
- General health and safety advice, including the schools own guidance and that from the LEA;
- The use of the Incident Reporting form for incidents, hazards, work-related injuries and illnesses and fires;
- Where appropriate, curriculum specific guidance;
- For certain staff (head teacher, administrative assistant, cleaner in charge, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available;
- Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment;
- Non-smoking site;
- Fire evacuation and emergency procedures;
- Introduction to recognised unions and the local representatives;
- Employee problems and concerns - specific duties and responsibilities for the management of staff welfare;
- Grievance procedures (as they relate to health & safety);



- Information on hazards that are specific to the school, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles);
- Materials and substances in use - handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets;
- Housekeeping procedures for policy documents and local rules;
- Legal responsibilities and rights - take reasonable precautions;
- Arrangements for visits and trips - Educational Visit Co-ordinator (HT);
- Trained first aid personnel and first-aid facilities;
- Fire extinguishers and blankets - location and use;
- Access to well being advice, counselling and other staff support schemes;
- Security;
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students);
- Manual lifting and handling - general advice and risk assessment;
- Safe stacking of materials;
- Safety procedures for tools, including design technology equipment;
- What to do in an emergency, including fires which start in class;

Routine Updating Training

- The Head Teacher considers refresher training for staff on health and safety matters at least once every three years;
- Records are maintained for all health and safety training attended by staff;

Personal Safety procedures, SchoolSafe and control of violence

- All school staff, who may deal with anyone presenting challenging or threatening behaviour, been trained to the Schoolsafe standard.
- The school has a written procedure advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). There is a clear policy on reporting and investigating such incidents.
- Staff have been advised about the recently published “Dealing with abuse, threats and violence towards school staff” guidance.
- Visitors and people entering the building are monitored. The minimum standard is that they should sign in at reception and be issued with a label.

Visitors are clearly directed to use the main entrance to the school.



- The key holders are: the Head Teacher, the class teachers, the administrative assistant and the cleaner in charge. Area Office and the local police contact are promptly advised of changes to the list.
- The school has considered particular arrangements that may be needed to ensure the safety of lone workers, including the HT, the teachers, the administrative assistant and the caretaker. **Lone workers should carry their mobile phone or the cordless phone with them at all times.**

Planned Safety Checks

These can be broken down into 3 separate groups as follows:

1. Procedures
2. Equipment
3. Premises

Procedures

- The governors' Health & Safety Committee monitors health and safety issues, including the progress towards completion of the school's objectives for the year, safety inspections, review of incident report forms. The H&S Committee makes termly reports to full governing body meetings.
- All staff are responsible for daily checking the area in which they are working for health and safety issues.
- The staff on playground duty, performs a visual check of the outdoor play equipment before use each day. The playing field is also checked before first use on any day.

Equipment

All equipment (not otherwise covered under other headings) is subjected to a **formal, appropriate, programmed and recorded** maintenance check, including:

- All indoor and outdoor sports and play equipment (annually)
- The school's water system(s)- hygiene, temperature and legionnaires disease checks (weekly)
- Ladders and stepladders (ladder book to record checks)
- Printing and reprographics machines
- Electrical equipment is inspected annually by County recommended providers



- Staff aware (and reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use.
- The H&S Committee carry out termly recorded checks of the condition hazards; fire extinguishers.

Premises

- The H&S Committee inspects the whole school site annually and reports to the full governing body meetings.
- Daily visual checks are carried out, e.g. fire exits and routes, fire and /or security alarm systems.
- Weekly fire alarm checks are carried out and recorded.

Incident Reporting/Investigation

- The new double-sided Incident Report form and associated guidance booklet is in use in the school.
- The School Business Manager is responsible for ensuring the Incident Report Forms are correctly completed and sent to area office. These details include the school's ID number (4 figure DfES code), the nature of the incident and other descriptive codes.
- All staff have been briefed on when and how to use the form.
- The Head Teacher, or a designated and competent member of staff, signs, checks and dates every Incident Report form before it is sent to the Area Office.
- Every incident is subject to investigation as appropriate with a view to preventing recurrence and the school reviews relevant risk assessments after any incident or near miss.
- The school's health and safety committee reviews the incident history for the school termly and plans actions to reduce the likelihood of future incidents.

Coordination of Risk Assessment Work

- Risk assessments may be required under many circumstances, but in general they will only need to be completed in schools when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist. An overview of the school premises and activities may assist with the general risk assessment and indicate the areas for more detailed risk assessment and control work.



- For some hazards, (including those which require major expenditure) longer term planning may be necessary for adequate risk control measures to be implemented

Fire Procedures

- A fire risk assessment has been completed.
- The fire risk assessment is reviewed whenever significant changes to the premises or the use of the premises are planned and, in any event, at least annually. Also for unusual events, e.g wheelchair users, a risk assessment will be written.
- Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom.
- An evacuation practice is carried out once each half- term.
- All fire extinguishers have been examined during annual maintenance checks.
- All staff are trained in the use of fire fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire.
- All staff are to be adequately trained in fire extinguisher use to enable them to escape in an emergency.
- The school caretaker conducts the weekly fire alarm test.
- The details of the alarm tests, evacuation drills and fire precautions training are recorded in a suitable log book.
- Routine checks are undertaken of all fire exits and doors. The frequency of checks depends on circumstances, but should not be less than twice a term and generally need not be more than weekly.
- If public events are being held (plays, parents' evenings etc) fire exit route doors should be checked specifically for such events and records are kept in the fire precautions log book.
- Arrangements are in place to ensure no 'hot work' is undertaken in the school without a permit (**see Form 13 procedure on Portal**)
- The fire safety arrangements are checked bi-annually with Safety Boss.

Locally Organised Premises Maintenance, Repair and Improvement

Landlord Consent Form procedures are followed. The Premises Log Book is maintained and includes, but is not limited to, the following:



- Asbestos survey and procedure
- Fire system equipment inspection reports
- Potable water analysis reports
- Contractor rules and attendance sheets
- Boiler servicing
- Swimming pool water testing
- List of responsible persons for various testing

Relevant staff (the Head Teacher, school business manager and cleaner in charge) and governors know the asbestos procedures and have been advised about the asbestos survey report.

First Aid - Training and equipment

1. The first aid equipment is located in the resources room at Barnby & North Cove and in the First Aid cupboard near to staff cloakroom at Southwold.
2. The school administration officers, on a weekly basis, monitor stock levels in first aid kit and re-order supplies when necessary.
3. Sanibins are located in the main toilets and the cook's toilet and the disabled toilets.
4. Clinical waste (e.g. mediwipes) is disposed of in a lidded bin.
5. Records are kept of who is trained, and when their certificates expire. The school bursar maintains the list of trained staff. This is displayed on the first aid cupboard.
6. Minor injuries are reported in the accident book and are monitored by the head teacher. In the case of bumps to the head, a letter is sent home to the parents of the child concerned. The parent signs to say this letter has been received.
7. A first aid kit is taken on all visits and trips.

Vehicle Control and Pedestrian Safety

1. The vehicles of teaching staff and the cleaner in charge are permitted to enter and park on site at Barnby & North Cove School. Routine deliveries are properly programmed and controlled by ensuring that they do not enter the site during playtimes or when outdoor lessons are taking place, without first contacting the school office. In such a case, the children are removed from the area where the vehicle will travel.
2. Teaching staff park on the school site at Barnby & North Cove School, whilst other staff park on the road in front of the school. There is no on-site parking at Southwold Primary School.



3. Refuse collection vehicles do not present risks to any pedestrians (staff, pupils, parents etc.) on site as the normal refuse bins are moved to the roadside to avoid the refuse collection vehicles entering the site. Catering waste is collected when the children are inside school at lunchtime or in another safe area away from the bins.

Education Visits Coordinator (EVC)

- The current county council advice is being followed.
- The school has adopted a policy which follows the model provided by the county council.
- Class Teachers are responsible for their own educational visits.
- The Head Teacher is responsible for residential visits.

Stress and Well Being

- The school has taken positive action to manage stress and well-being issues by providing a free and confidential counselling service (in collaboration with the cluster of schools) and by undertaking staff questionnaires on an annual basis.
- Stress risk assessments will be undertaken if a member of staff reports they are suffering from stress.
- Stress and workload management issues are discussed and recorded when appropriate.

Safeguarding (Child Protection) Procedures

- Current county council guidance is followed and supported by a school safeguarding policy.

Supporting Pupils with Medical Needs (if/when such pupils are on roll)

- The latest county council guidelines will be followed.
- The school has adopted a suitable policy documenting the arrangements for the administration of medicines and for the management of medicines within the school.
- When appropriate, the headteacher will delegate to a specific person the tasks of monitoring and reviewing the school's policy and practice relating to the supporting of student with medical needs.



Premises Security and visitor safety

- Current county council guidance is followed.
- Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site.

Contractors on Site

- When contractors arrive on site they should always report to reception.
- Rules for contractors are clearly displayed in our Reception area, together with the evacuation procedure and the location of fire extinguishers and fire alarm points.
- Contractors' vehicles are not permitted on the school site during school hours unless agreed by the headteacher, administrative assistant or cleaner in charge.
- The headteacher, school bursars and school caretakers monitor the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced, materials are stored reasonably safely, etc. The headteacher and cleaner in charge are aware of the need to ensure the contractor is behaving reasonably safely in respect of his/her own staff, ie. following common sense safety precautions and avoiding reckless behaviour.

Lettings

- The school has a lettings policy.
- Fire procedures for when lettings take place will be the same as those during school time.

MONITORING & EVALUATION

- The policy will be reviewed as part of the schools monitoring cycle.
- The Head teacher has responsibility for monitoring this policy.
- **This Policy is due for Review in September 2018.**



IMPLEMENTATION

This policy will be formally implemented with effect from November 2015.

This policy was adopted at a Meeting of the full Governing Body on 23rd November 2015.

Mr John Beckett
Chair of Governors

Mrs Ruth Nixon
Head Teacher