

STATEMENT OF HEALTH AND SAFETY POLICY
FOR
NORTHWOOD PRIMARY SCHOOL



NORTHWOOD
PRIMARY SCHOOL
...growing success

This statement is a supplement to, and not in substitution of the Lingfield Academy Trust's Statement of Health and Safety.

The purpose of this policy statement is to indicate the organisation and arrangements for carrying out the policy within the school.

An annual review of the policy will be made by the Governors

Chairperson of Governors

Date

Executive Headteacher

Date

Reviewed September 2021

PART1

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

1. The school recognises and accepts its responsibility as an employer for providing a safe and healthy workplace for all its employees.

Northwood Primary School recognises and accepts its responsibility as an employer to provide a safe and healthy work place for all employees, whether on the school's premises or carrying out the School's business. The school recognises that this responsibility extends to other persons while they are on the School's premises.

2. The school will take all steps within its power, where reasonable and practicable, to meet its responsibility, paying particular attention to the provision and maintenance of:
 - a) Plant equipment and systems of work that are safe
 - b) Safe arrangements for the use, handling, storage and transport of articles and substances.
 - c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
 - d) A safe place of work and safe access to it.
 - e) A healthy working environment.
 - f) Adequate welfare facilities.
 - g) The School will consult with relevant safety agencies.
 - h) The health and safety responsibilities of the school will be reviewed annually (or more frequently if circumstances require) to ensure statutory compliance.
 - i) Policies and procedures will be continually monitored to ensure best practice in all aspects of health and safety.
 - j) The school shall provide sufficient resources to comply with Lingfield Education Trust's overall statement of intent.
3. It is the duty of the school through the head teacher to ensure the health, safety and welfare at work of all its employees and others who may be affected by its activities (e.g. pupils, students, visitors, contractors). All employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with the Health and Safety Policy at all times. The school will provide competent technical advice on health and safety matters where necessary to assist such employees in their task.

4. No safety policy is likely to be successful unless it actively involves work people themselves. Where departmental joint consultative machinery is already established, the school will extend the constitutions of the committees concerned so as to include health and safety at work specifically within their terms of reference. The school will co-operate fully in the appointment of representatives by recognised trade unions, comply with the Health and Safety (Consultation with Employees) Regulations, 1996, and provide them with sufficient facilities and training to carry out this task. Where health and safety are a more significant feature in the operations of certain departments, the school will co-operate in the setting up of departmental safety committees, subject to every such appointment of representatives and setting up of safety committees being approved by the school and in accordance with the Safety Representatives and Safety Committee Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.
5. The school reminds its employees of their general duties, under Section 7 of the Health and Safety at Work, etc Act 1974 and supporting Regulations, to take reasonable care for the health and safety of themselves and of the other persons who may be affected by their acts or omissions at work and to cooperate with any person discharging any duty or requirement on behalf of the school which has been imposed upon the school under any of the relevant statutory provisions as the health and safety, to enable that duty or requirement to be performed or complied with.
6. A copy of this general statement will be issued to all employees. It will be reviewed, added to or modified from time to time and may be supplemented in the appropriate cases by further statements relating to the work of particular departments or groups of workers.
7. Health and Safety objectives for the next 12 months are as follows:
 - a) Close out action points from the current health and safety audit
 - b) Zero major accidents as defined under RIDDOR
 - c) Review all curriculum risk assessments before the end of the academic year
 - d) Review training matrix and produce an action plan to ensure all health and safety training is brought up to date.

PART 2

ORGANISATION AND ADMINISTRATION

SECTION

7-10	School Governors
11-19	Head Teacher
20-27	Head of Departments
28-29	Teaching Staff
30-35	All Employees
36-43	First Aid
44-46	Protective clothing and equipment
47	Evacuation procedures
48-54	Maintenance of Safe Working Conditions
55	Safety Records
56-57	Legal Implications
58-61	Improvement and Prohibition Notices
62	Notices of Prosecution
63	Violence and Abuse of Staff
64	Stress
65-67	Display Screen Equipment
68	Lone Working
69	Working at Heights
70-72	Manual Handling
73-76	Critical Health & Hygiene

THE SCHOOL GOVERNORS:

Will support and implement the Lingfield Academy Trust's health and safety policy statement to give details of how health and safety will be managed in the school and reviewing and updating the policy on a regular basis.

7. shall ensure that there is an effective policy for health and safety within the school and adequate resources are made available for its implementation;
8. shall periodically appraise the effectiveness of the policy and ensure that any necessary changes are made to the policy;
9. will make arrangements to ensure that they are kept informed of health and safety guidance and information issued by the school health and safety advisor and that this guidance is implemented within the school.
10. shall ensure that all work activities are assessed for risks to health and safety of employees and other persons who may be affected by its activities, risks are evaluated within the school, relating to accidents at work, health risks at work, loss or damage to property, plant or equipment of the school and to public through any activity of the school;
11. shall have a standard item relating to health and safety at work on the agenda of every ordinary meeting and receive a report at the meeting on health and safety from the Head Teacher, including any reports of accidents and incidents liable to cause injury and that any decisions taken regarding working practices and procedures have been implemented.
12. shall ensure that all liability is covered by adequate insurance.

The Governing Body and school staff note that Inspectors from the Health and Safety Executive can at any reasonable time, or immediately if there is potential danger, enter the school premises to carry out their duties, and will afford them all reasonable help and information in their inspections and other monitoring of health and safety in the school.

THE EXECUTIVE HEADTEACHER:

Has, under the guidance of the Governing board, overall responsibility for the effective and efficient management of health, safety and welfare in the School. To these ends the Head Teacher or her Deputy, in the Head Teachers absence:

13. shall have the responsibility on behalf of the governors to ensure that this policy is complied with at all times;
14. shall be directly responsible for the implementation of the health and safety policy within the school;
15. shall take a direct interest in such policy and support all persons who carry out that policy, ensuring work activities are assessed for risks to the health and safety of employees and other persons who may be affected by its operations;

16. shall have the responsibility of discharging the Governors' duty under Section 2(3) of the Health & Safety at Work Act of bringing the General Statement of Health and Safety policy and organisation and arrangements for the carrying out of that policy to the notice of the employees in the school;
17. shall ensure that the health and safety policy of the school is understood at all levels;
18. shall arrange in consultation with their competent health and safety advice for any safety induction training or any subsequent safety training found necessary or brought to their attention;
19. shall co-operate fully in the training of Safety Representatives and arranging of consultation procedures;
20. shall ensure that a copy of the Health and Safety Policy is given to every employee within the school, both teaching and non-teaching staff whether full or part time employed;
21. shall ensure that arrangements are made and maintained for all faults, breakdowns etc to the school premises or property to be reported immediately and records kept of the matters reported and any subsequent remedial action taken;
22. shall ensure that they bring to the attention of the school health and safety representative any health & safety issues which might involve a review of the Health & Safety policy

HEADS OF DEPARTMENT:

23. will fully familiarise themselves with the safety policy of the school and the Corporate and Educational Department Arrangements produced to support it are fully implemented, and that all persons who are under their charge comply with the safety policy at all times;
24. will ensure that the school risk assessments are fully implemented and that any additional risk assessments required in support of or supplementary to the generic assessments are carried out prior to the activity that they refer to commences;
25. will ensuring that all risk assessments are reviewed at periodic intervals;
26. will ensure that all accidents are recorded in the accident book, that they are all investigated and accident reports are completed promptly;
27. will ensure that persons who under their charge are aware of the procedures to be adopted in the case of fire;
28. will ensure that persons who are in their charge know the whereabouts of first aid facilities;
29. will ensure, where reasonably practicable, that only safe working practices are used, in order to provide maximum safety for all personnel who are under their charge;

30. will liaise with union and employee Safety Representatives on matters concerning health and safety and welfare at work and inform the head teacher about such matters;
31. will maintain good housekeeping standards in their departments at all times;
32. will request that the head teacher arrange safety training, either induction training or otherwise, where this is found to be necessary.

TEACHING STAFF

33. shall ensure, where reasonably practicable, that only safe working practices are used by persons who are under their charge;
34. shall ensure that any health, safety or safety training problem which cannot be resolved by themselves is raised quickly with the head of department.

ALL EMPLOYEES

35. shall make themselves familiar with the safety policy of the school and that of their respective departments including any safety rules and codes of practice which may have been laid down;
36. shall at all times make full use of the appropriate safety equipment and protective clothing and make full use of appropriate safety devices;
37. shall report any accidents, unsafe working practices or systems of work which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment to their head of department or relevant management. ;
38. shall take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. This means a reasonable check of their working area for foreseeable hazards before commencement of any activity;
39. shall cooperate with the school's management so as to enable it to carry out its own responsibilities;
40. shall not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare by the Authority and/or the school.

UNION & EMPLOYEE SAFETY REPRESENTATIVES:

41. shall ensure that the management and employees of the school cooperate effectively in promoting and developing measures for health, safety and welfare at work. The school's management will cooperate fully with safety representatives appointed by recognised trade unions and provide them, where necessary, with sufficient facilities and training to carry out this task, subject to every such appointment being approved by the school and in accordance with the Safety Committees Regulations

42. shall represent the employees in consultation with the school's management on all matters relating to health, safety and welfare at work;

PART 3

ARRANGEMENTS

The Northwood Primary School Health and Safety Policy Document together with the Lingfield Health and Safety Policy Statement will be readily available to all staff. A copy of this statement will be brought to the notice of all employees.

AUDITING

The implementation of this policy will be audited by the school's competent health and safety advice.

FIRST AID

43. First aid posts will be established in the school, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and pupils. They will be suitably stocked at all times.

44. The names, workplaces and telephone numbers of those persons responsible for first aid boxes and/or qualified in first aid will be displayed at each post, office or work site together with clear instructions for summoning outside medical facilities, on the school's first aid emergency procedure notice.

45. The person responsible for the first aid box(es) will ensure, where reasonably practicable, that it is fully equipped at all times.

46. The standard injury record book BI510 will be maintained and this record book is to be made available to any authorised person whenever requested.

An accident report form must be completed in full and received by the health and safety advisor not later than **five** calendar days after the accident.

All major injuries to employees and hospital attendance by members of the public as a result of an accident also require immediate telephone notification to the health and safety advisor.

The school accident report form is available on the school shared area and via the main office.

The Health and Safety Advisor must be immediately contacted by telephone if the accident has resulted in death or a major injury.

Major injuries requiring telephone notification to the Health and Safety Advisor are:

any fracture; amputation; dislocation of the shoulder, hip, knee or spine; serious eye injury; serious burn; loss of consciousness; acute illness from chemicals; or any other injury requiring immediate hospital attendance.

NB This includes members of the public requiring immediate hospital attendance.

The school competent health and safety advisor must be notified of all major injuries immediately so that an appropriate investigation can be documented. Telephone number for contact is 07748 242120

47. First aid treatment should be carried out only by qualified persons. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the school's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981. Under no circumstances may medical treatment be given (e.g. application of creams/medications, injections, etc).

48. Serious cases of injury should receive qualified medical attention

PROTECTIVE CLOTHING AND EQUIPMENT

49. Personal protective clothing and equipment will be supplied by the school where required by legislation under the relevant statutory provisions.

50. Requests for non-statutory protection will be presented to the head teacher, so that appropriate recommendations may be put to the governors before purchase can be authorised.

51. Heads of Department/teachers are authorised, on behalf of the school, to insist that all employees and pupils under their supervision wear protective clothing and/or equipment when required to do so and to ensure it is regularly inspected, maintained and replaced as necessary.

EVACUATION PROCEDURES

52. An evacuation procedure for use in the event of fire, bomb threat or some other emergency will be drawn up by the Executive Headteacher in accordance with Regulation 8 of the Management of Health & Safety and Welfare Regulations 1999 - "Procedures for Serious and Imminent Danger and for Danger Areas.

MAINTENANCE OF SAFE WORKING CONDITIONS

53. The governors will take action to ensure, so far as is reasonably practicable, a safe and healthy working environment and give full support to all those with a responsibility to implement the Health and Safety Policy of the school.

54. All persons with supervisory responsibilities will ensure, where reasonably practicable, that only safe systems of work are used at all times.

55. The School health and safety advisor will be available to make specific inspections as necessary. General safety inspections will be carried out once per term by the Caretaker.
56. Fire fighting equipment will be provided and regularly maintained in accordance with the relevant British and/or European Standards.
57. Fire doors and smoke stop doors will be maintained in good condition. Such doors will not be wedged in the open position.
58. Fire exit doors will be provided and maintained in good condition. They will be clearly marked and the exits they provide kept clear of obstructions.
59. All enquiries regarding fire safety should be referred to the competent health and safety advisor who will consult the relevant authorities including the Fire Authority and, where necessary, arrange for site visits if appropriate.

SAFETY RECORDS

60. The procedure for accident reporting will be in accordance with the “Reporting of Injuries, Diseases and Dangerous Occurrences” Regulations 2013.

In the case of records required by the Health and Safety Executive these should be held on file for a minimum period of three (3) years. There are requirements for other records also to be kept under statutory provision (eg manual handling, assessments, risk assessment records, COSHH assessments etc). These records must be kept available for inspection.

LEGAL IMPLICATIONS

61. Section 7 of the Health and Safety at Work Act 1974 and Regulation 14 of the Management of Health & Safety at Work Regulations, places general duties upon all employees of the school and the authority. All employees are required to take reasonable care for the health and safety of themselves, of other persons who may be affected by their acts or omissions at work, and, as regards any duty or requirement imposed on the school or any persons carrying out such duty or requirement on behalf of the school. All employees are required to co-operate with that person so far as it is necessary to enable that duty or requirement to be performed or complied with. Any employee who behaves in a way which endangers the health and safety of himself/herself or does not co-operate as necessary to enable a duty or requirement to be performed or complied with may be prosecuted by the Health and Safety Executive and may invoke disciplinary procedure.
62. Employees at every level are warned that the commission of an offence under the Act carries a penalty, summary conviction at a magistrate’s court of a fine up to £20,000 and/or up to 6 months imprisonment: on indictment for trial at a higher court the penalty, on conviction, is an unlimited fine and/or up to two years imprisonment.

IMPROVEMENT AND PROHIBITION NOTICES

63. Section 21 of the Act empowers a duly appointed inspector to serve any person an “improvement notice” stating that he/she is contravening the act or has contravened one or more of the relevant statutory provisions and requiring that person to remedy the contravention within such period as may be specified in the notice.
64. Section 22 of the Act empowers a duly appointed inspector under the Act to serve a “prohibition notice” upon any person in control of activities to which any of the relevant statutory provisions apply and which will involve a risk of serious personal injury specifying the matters which will give rise to the risk, specifying the matters, if any, which involve a contravention of any of the relevant statutory provisions and directing that the activities to which the Notice refers shall not be carried on by or under the control of the person on whom the Notice is served unless the matters specified in the Notice have been remedied.
65. Any person receiving an improvement notice or a prohibition notice under sections 21 and 22 of the Health and Safety at Work Act 1974 must immediately inform the head teacher who will, in turn, inform the chair of the school’s governing body and the Safety Advisor.
66. A person on whom a notice is served may appeal to an industrial tribunal and, on such an appeal, the tribunal may either cancel, or affirm the notice and if it affirms it, may be so either in its original form or with such modifications as the tribunal may, in the circumstances, think fit.

NOTICE OF PROSECUTION

67. Any school employee receiving a notice of prosecution by an officer of the Health and Safety Executive will immediately notify the Head Teacher and the chair of the school’s governing body.

VIOLENCE AND ABUSE OF STAFF

63. Should staff encounter abuse, or violence of a verbal or physical nature, they are to report the details to the main office as soon as reasonably practicable. A record will be made of the incident and a decision made by the Head Teacher as to what follow up action is to be taken.

STRESS

64. The school recognises that occupational stress is a potential hazard, which can lead to ill health. And will therefore:-

- (i) Take all reasonable practicable steps to identify causes of stress by monitoring:
- staff attitude;
 - deterioration in staff attitude;
 - sickness absence;

- relationships at work
- (ii) Implement control measures, including awareness training, which together with good management of people will reduce or remove all unnecessary factors, which contribute to stress.
 - (iii) Implement both formal and informal procedures to progress stress problems relating to workplace conflict.

DISPLAY SCREEN EQUIPMENT

65. The school will undertake to meet the requirements of The Health and Safety (Display Screen Equipment) Regulations by implementing and maintaining a risk assessment program to identify risks associated with the operation of Display Screen Equipment.

66. The results of the assessments will be used as a basis to provide suitable information, instruction and training to employees and to ensure suitable arrangements are in place as required by the above regulation. Arrangements will include:-

- (i) Assessments of workstations by trained personnel;
- (ii) Ensuring workstations are adequate;
- (iii) Planning of activities to enable employees to have breaks away from the workstation;
- (iv) Provision of eye and eyesight tests at the request of any user classified as a 'user';
- (v) Provision of information, instruction and training.

67. DSE assessments will be regularly reviewed and findings communicated to all employees.

LONE WORKING

68. The school expects all staff members to exercise common sense and judgement when carrying out lone working. Whatever the activity the level of risk must be assessed by the employee and suitable and sufficient control measures implemented. At the very least the company would expect the staff member to notify another member of staff of their lone working arrangement so that safety considerations may be exercised as necessary.

WORKING AT HEIGHTS

69. Staff are only to work at height if using suitable access equipment. Standing on tables, chairs, benches and the like is strictly forbidden. Elephants foot stools and step ladders are available if required. Staff who believe that they work at height on a regular basis are to request training through the school Office Manager.

MANUAL HANDLING

70. The school will undertake to comply with the legal requirements of The Manual Handling Operations. Manual Handling Operations will be avoided as far as is reasonably practicable where there is a risk of injury.

71. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, load, the working environment and the capability of the individual(s) concerned.

72. Following each assessment, measures will be determined and implemented to reduce the risks of injury to the lowest level reasonably practicable. Manual handling assessments will be regularly reviewed and findings communicated to all affected employees.

CRITICAL HEALTH & HYGIENE

73. On occasions where health scares, such as a coronavirus, impact on the school and our activities, we will follow government guidelines and take risk based decisions to safeguard health and safety of staff and pupils. Measures may need to be dynamic as understanding of the health scare develops, but communication to staff and pupils will be clear and feedback considered.

74. If homeworking is required due to the school being deemed as unsafe, necessary checks will be carried out to ensure the home work place is suitable for schoolwork activities.

75. For vulnerable staff and pupils we will carry out individual risk assessments to protect their health and wellbeing.

76. Checks will also be carried out to ensure that individual employees are fit to return to the work place.