

POND PARK PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Updated September 2016

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HEALTH AND SAFETY POLICY

It is the policy of Pond Park Primary School to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors and to encourage a safety culture within the school.

Where reasonably practicable this Policy will seek to provide and encourage:

- A safe place of work, safe access to it and safe egress from it;
- Plant, equipment and systems of work that are safe;
- Safe arrangements for the use, handling, storage and transport of articles or substances likely to cause harm;
- Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work;
- A healthy working environment;
- Adequate welfare facilities.

A No Smoking Policy will operate within the school and its grounds.

Whilst the school accepts that Health and Safety issues are the responsibility of the Board of Governors and Principal, these responsibilities can only be discharged with the full co-operation, advice and support of the EA.

RESPONSIBILITIES

- The ultimate responsibility for Health and Safety issues rests with the Board of Governors and the Principal.
- The day to day responsibility for Health and Safety issues will be delegated to the Health and Safety Officer for the school, Mr David Ball (Vice-Principal)

There will be a Health and Safety Committee to assist, as follows:

Mr Geoffrey Cherry (Principal)
Mr David Ball (Vice-Principal)
Mrs Kathryn Doherty (Teacher in Charge of Fire Safety)
Mr David Ball (Teacher in Charge of School Trips)
Mr Colin Clarke + Mrs Jean McNeice (Buildings Supervisors)

The Health and Safety Committee will have the power to co-opt additional members if appropriate. The Committee will meet as necessary, but not less than once per term. The Committee will report to the full Board of Governors at least once per year.

BOARD OF GOVERNORS

In the discharge of their responsibilities the Governors will ensure:-

- That all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.¹
- That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely.²
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control.
- The maintenance of procedures for the safety of all persons using the premises under their control.
- That an inspection of the school premises and equipment is carried out by them at least once per year and any faults or concerns reported to the Principal.
- The prompt and efficient maintenance of all equipment and all non-structural repairs as defined in the relevant Annex of the EA's Scheme for the Local Management of Schools.
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises.
- That all equipment and materials either purchased or acquired by them are suitable and safe for their intended use **(Equipment and materials purchased from EA tenders will remain the responsibility of the EA.)**
- That both teaching and non-teaching staff are issued with a copy of this Health and Safety Policy.

¹ Shared responsibilities with the EA and/or employing authority.

² Shared responsibilities with the EA and/or employing authority.

HEALTH AND SAFETY COMMITTEE

The day-to-day application of the Health and Safety Policy will be a shared responsibility.

The Principal, Health and Safety Officer and Buildings Supervisors will ensure:-

- That risk assessments have been carried out to assess all significant risks within the school. (P and/or HSO)
- Copies of all risk assessments carried out in school, and for the purpose of school trips, are kept in a central location. (HSO)
- That all teaching staff hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.³(P)
- That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely.⁴ (P)
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control. (P + HSO + BS)
- The maintenance of procedures for the safety of all persons using the premises under their control (P + HSO + BS)
- That all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by the EA, Department of Education or other relevant statutory body.⁵ (P)
- That all safety reports pertaining to the school are understood and that the detailed work has been completed.⁶ (P + HSO + BS)
- That adequate arrangements exist for carrying out regular fire drills and that all staff participate in and are aware of such arrangements. (HSO)
- That reports are given to the Principal regarding all defects and hazards which are his responsibility and that other defects and hazards are reported to the appropriate officers in the EA. (HSO + BS)
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises. (BS)
- That all accidents to teaching staff are reported promptly to the EA. (P)
- That all staff, both teaching and non-teaching, operate safe working practices in the execution of their duties. (P + HSO + BS)

In the absence of Mr David Ball, Mrs Kathryn Doherty will assume responsibility for the day-to-day administration of the Health and Safety Policy.

³ Shared responsibilities with the EA and/or employing authority.

⁴ Shared responsibilities with the EA and/or employing authority.

⁵ Shared responsibilities with the EA and/or employing authority.

⁶ Shared responsibilities with the EA and/or employing authority.

TEACHING STAFF

Each member of the teaching staff has a responsibility to exercise care and attention regarding their own safety and that of the pupils under their control.

In the discharge of this responsibility, each teacher shall:-

- Ensure they take reasonable care during their work activities to avoid accidents or injuries to themselves, pupils and any other personnel in school.
- Observe all safety instructions and advice issued by the EA, Department of Education or any other relevant statutory body.
- Observe all safety rules relating to specific machinery or processes.
- Report all potential hazards affecting Health and Safety to the Health and Safety Officer.
- Co-operate with the Principal and Health and Safety Officer on all other matters relating to Health and Safety.
- Report all accidents involving themselves, to the Principal.
- Ensure Risk Assessments have been carried out for all school trips. (See Appendix 1 for information on how to fill in a Risk Assessment and also to see a sample of the Pro-Forma).
- Ensure Risk Assessments have been carried out for activities within school that they have responsibility for and that contain significant risks.

BUILDINGS SUPERVISORS

In the discharge of his/her responsibility the Buildings Supervisors shall:-

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to the Principal.
- Encourage staff under his/her control (eg cleaners) to employ safe working practices.
- Assist the EA to develop safe working practices and arrange for their adoption.
- Instruct new employees in appropriate safety measures and procedures.
- Ensure that all defects in equipment or protective clothing are corrected and reported to the Health and Safety Officer.
- Report all accidents involving himself/herself or the cleaning staff to the Principal.
- Furnish information as required in the investigation of injuries and accidents.

ALL EMPLOYEES

In the discharge of their responsibilities shall:-

- Perform their duties in a safe manner;
- Report all accidents and injuries to their supervisor as soon as possible;
- Obtain adequate treatment as soon as practicable if injured;
- Report all defects in equipment or protective clothing and potential hazards to their supervisor;
- Assist in the investigation of injuries and accidents;

This policy which has adopted the Employing Authority's Health and Safety Policy will be reviewed on: 25 October 2016.

Signed: _____ Date: _____

Principal

Signed: _____ Date: _____

Chair of Board of Governors

Generic Risk Assessment Guidance and Index

Introduction

This document is designed to assist Principals and Senior Managers in fulfilling their legal duties in assessing risks. Risk Management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them.

What is a Risk Assessment?

The HSE defines a Risk Assessment as “a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm”. The Assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures. It is a five step process.

- Step 1: Identify the hazards;
- Step 2: Decide who might be harmed and how;
- Step 3: Evaluate the risks and decide on precautions;
- Step 4: Record your findings and implement them;
- Step 5: Review your assessment and update if necessary.

Hazard: A hazard is anything that may cause harm such as chemicals, electricity, working from ladders, an open drawer, etc.

Risk: The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Types of Risk Assessments

There are three different types of Risk Assessments. These are generic, specific and dynamic.

Generic activities are those which although they are carried out at different times and locations, the hazards and risks are largely the same and do not change. For this type of activity generic risk assessments can be produced as a model for guidance only.

A Specific Risk Assessment may be applicable where the hazards and risks are only applicable to a certain activity and also where there is a requirement in legislation to undertake a specific assessment, for example COSHH.

A Dynamic Risk Assessment is a continuous process of identifying the hazards that occur in, for example an emergency situation, assessing the risks and taking immediate action to eliminate or reduce these to an acceptable level.

Generic Risk Assessments

This document contains Generic Risk Assessments which have been produced to assist schools with the Risk Assessment process, and should form a good foundation for identifying hazards, assessing risks and implementing controls. However, you must also pay attention to your own school environment. Some assessments may not be relevant to your establishment, others may need customising to suit your specific location and/or work activity and others may not need changing at all.

The Risk Assessment templates used are based on the format contained in the HSE publication 'Five Steps to Risk Assessment', see Figure 1. The templates list some of the more usual hazards identified in the school environment and their associated risks and also a range of control measures that should be in place to eliminate such hazards or reduce the risks. The forms are only **partially completed** and will need to be adapted by a competent person from your establishment, who can complete the rest of the form, having considered the generic hazards, risks and control measures listed on the form and adding any site specific items identified. The templates do not contain an exhaustive list of all the hazards and risks present in your school and it may be necessary to use the blank forms included for those hazards which have not been specifically dealt with.

Figure 1

School		Date of Risk Assessment				
Activity						
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		▪				
		▪				
		▪				
		▪				
		▪				
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		▪				
		▪				
		▪				
		▪				
Completed by:				Date:		
Assessment Review Date:						

How to Adapt a Generic Risk Assessment

The person carrying out the assessment identifies which template is applicable to their particular activities, for example the Home Economics teacher could complete the Home Economics, Manual Handling, Slips/Trips/Falls, and Fire Specialist Classroom templates. They would then take the following steps:

1. Review the list of hazards within the 'What are the hazards?' box and decide if these are applicable to the tasks/activity. Any hazards not applicable should be deleted and any hazards not identified should be added.
2. Review the list of people and the consequences of the identified hazards in the 'Who might be harmed and how?' box and amend to suit individual school circumstances.
3. Review the list of control measures in place in the 'What are you doing already?' box and amend the list to reflect those procedures/safe working practices that have been implemented within the school.
4. A decision should then be made to determine whether the task/activity is adequately controlled. If additional control measures are identified these should be listed in the 'What further action is necessary?' box. If controls in place are deemed to be adequate then this box would remain empty.
5. When the 'What further action is necessary?' box is completed the name of the person assigned responsibility for ensuring that the control is put in place should be inserted in the 'Action by who?' box with a projected completion date added to the 'Action by when?' box.
6. The actual completion date for any additional recommended measures should be recorded in the 'Done' box.

When actions/controls have been completed, the assessment form will need to be signed off by the person completing the assessment and forwarded to the Principal. Any action that cannot be closed off by the person carrying out the assessment should be brought to the attention of the appropriate person/s eg Building Supervisors/Principal, and a plan put in place to close out such actions. Some actions may be ongoing and this should be indicated in the 'Action by when?' box. It would be good practice that any Action Plan arising out of the Risk Assessment process is presented to the Board of Governors for their information, approval and action, if required. The Risk Assessments will then need to be reviewed and, if necessary, updated every year or so. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

Further Guidance

If you require any further assistance with completing these Generic Risk Assessments contact the Health, Safety and Contract Management Section.

For guidance on carrying out Risk Assessments for curriculum activities please check the information available from the following sources:

- CLEAPSS School Science Service Laboratory Handbook
- Curriculum Advisers based at Board Headquarters.