



HEALTH & SAFETY POLICY

Version

The table below shows the history of this document and the changes that were made at each version.

Version	Date	Summary of Changes
1.0	June 2018	Initial issue
1.1	June 2019	Section 5.5 Staff and Pupil Safety – Safe working procedures Section 5.6 Manual Handling – Setting out of play equipment

This Health and Safety Policy is reviewed annual and/or when it is necessary to include new legislation or relevant advice. It is for the purposes of Jubilee Primary School and follows the guidance set out by the London Borough of Hackney in their Health & Safety Manual for Schools. Where there is any doubt in relation to Health & Safety matters the London Borough of Hackney's Education Health and Safety Team should be contacted for help and advice on 020 8356 2278.

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I. Introduction

- 1.1. This document is provided by the Governing Body of Jubilee Primary School in pursuance of The Hackney Learning Trust Policy and the Health and Safety at Work etc. Act 1974 and subordinate legislation.
- 1.2. The document acknowledges the School's legal responsibilities and outlines the objectives of the School for the health and safety of its staff, pupils and visitors.
- 1.3. The document is made available to all school staff who are to read, understand and comply with its requirements. Copies can be found on the Health & Safety notice board and on the T:\Drive under 'Policies'.

2. Statement of Intent

- 2.1 The Governing Body accepts responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The Governing Body is aware of the requirements of relevant legislation. In keeping with the requirements of legislation and the Hackney Learning Trust's policy statement the organisation and responsibilities, and arrangements to manage health, safety and environmental issues within the school are detailed in Paragraphs 3 and 4.
- 2.2 The Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.
- 2.3 All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.
- 2.4 Line Managers will regularly review safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as described in paragraph 1.1.
- 2.5 Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like school staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

3. Organisation and Responsibilities

3.1 The Head Teacher

3.1.1 The Head Teacher will ensure compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically she will be responsible for:

- Ensuring that the Health and Safety Policy is prepared, signed and dated and, together with the Governing Body, is regularly reviewed.
- Ensuring that all activities, including educational visits, are risk assessed and staff informed of the control measures necessary to work safely.
- Ensuring that processes are in place for the maintenance of the building and equipment, including statutory inspections.
- Ensuring that an emergency evacuation procedure is in place and is regularly tested.
- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy.
- Appointing suitable competent staff to assist in carrying out duties necessary under this policy.
- Passing on information received on health and safety matters to appropriate people.
- Liaising with governors and The Hackney Learning Trust on policy issues and any problems in implementing the health and safety policy.
- Co-operating with and providing necessary facilities for trades union safety representatives.

3.2 The Senior Leadership Team

3.2.1 The Senior Leadership Team is responsible for:

- carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by The Hackney Learning Trust:
- Ensuring regular inspections are carried out.
- Submitting inspection reports to the Governing Body.
- Ensuring remedial action is taken where appropriate.
- Arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.
- Identifying staff safety training needs.
- Day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Head Teacher.

- Exercising effective supervision over those for whom they are responsible.
- Being aware of safe working practices and setting a good example personally.
- Carrying out regular inspections and making reports to the Head Teacher.
- Ensuring remedial action is taken where appropriate.
- Passing on information received on health and safety matters to appropriate people.
- Acting on reports from the Head Teacher or subordinate staff.

3.4 Employees

3.4.1 All staff are responsible for:

- Taking care of themselves and others, particularly children, who may be affected by their acts or omissions.
- Co-operating with the Head teacher and The Hackney Learning Trust to ensure that statutory requirements are met.
- Not interfering with or misusing anything provided in the interest of health, safety or welfare.
- Checking classrooms and work areas are safe.
- Checking equipment is safe before use.
- Ensuring they are aware of safe procedures and that these are followed.
- Ensuring protective equipment is used when needed.
- Participating in inspections and the health and safety committee as appropriate.
- Taking action to remove identified hazards, bringing unresolved problems to the attention of the relevant manager.

3.5 The Governing Body

3.5.1 The Governing Body is responsible for:

- Ensuring a health and safety policy is in place.
- Monitoring the application of the health and safety policy including consideration of inspection reports.
- Prioritising actions where resources are required.
- Ensuring actions are taken.
- Including health and safety on governor's meeting agenda.

- Producing an annual report on health and safety.
- Ratifying the local health and safety policy produced by the Learning Trust, Hackney.

4. Arrangements

4.1 Risk assessments

4.1.1 The Head Teacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards.
- Identify who may be harmed and how.
- Evaluate the risk that these hazards present.
- Identify suitable measures to reduce and control the risks.
- Monitor the effectiveness of the control measures.
- Review the risk assessment on an annually or if there is a change in the activity.

4.1.2 Full information, including the agreed proforma, is contained within TLT Health and Safety Manual, Chapter 2.

4.2 First Aid

4.2.1 The Head Teacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Whilst a first aider is a voluntary position staff must undertake relevant training.

4.2.2 First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.

4.2.3 A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

4.3 Accident reporting

ACCIDENTS

There are two main categories:

1. Major injuries/over 3-days absence and may require hospital treatment - these are recorded on an accident/incident form and reported to the Learning Trust immediately.
2. Trivial accidents (e.g. 2 pupils collide in playground) which is recorded on the school's accident report form by the duty First Aider.

Both these forms will be available at the First Aid Station and we will fully brief all the first aiders when they are new to the role.

These procedures and forms are relevant for both staff and pupils, however, if a member of staff experiences an accident they should also fill out the accident book (kept in the Admin office).

- 4.3.1 The Procedures in Chapter 3 of The Learning Trust Health and Safety Manual are to be followed. In summary these are:
- 4.3.2 All accidents, no matter how minor, that occur to members of staff, or visitors are to be reported using The Hackney Learning Trust accident reporting proforma. A copy of the completed form is to be sent to The Hackney Learning Trust's Head of Health and Safety. In addition accidents to staff must be entered into the accident book. Both the accident book and proforma are kept in the school office.
- 4.3.3 Accidents to pupils must be reported using the Trust's proforma and a copy sent to Hackney Learning Trust's Head of Health and Safety.
- 4.3.4 Serious accidents, i.e. any fatality, major injury, accident where a pupil is taken directly to hospital, reportable disease or dangerous occurrence, must be reported immediately to The Hackney Learning Trust Head of Health and Safety. These should also be reported using the appropriate method outlined above.

4.4 Hirers, contractors and others

- 4.4.1 When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.
- 4.4.2 When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:
 - introduce equipment for use on the school premises;
 - alter fixed installations;
 - remove fire and safety notices or equipment;
 - take any action that may create hazards for persons using the premises or the staff or pupils of the school.

- 4.4.3 Immediately prior to use the Caretaker should meet and greet the user, ensure welfare facilities and emergency procedures are understood. The user must be clear that the area used must be returned in a similar condition as when the hire started. As proof of due diligence the arrangements should be signed off by the user.
- 4.4.4 The Head Teacher must ensure that any contractor working on site must be competent to undertake the work that they are doing.
- 4.4.5 All contractors working on site must be told of any hazards that they may encounter in undertaking their work, especially the location of any asbestos, and what to do in the event of any emergencies, such as fire.
- 4.4.6 All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Head Teacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Head Teacher must take such actions as are necessary to prevent persons in his/her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

4.5 Staff consultative arrangements

- 4.5.1 The Governing Body, through the Head Teacher, will make arrangements for the establishment of a safety committee if requested by 3 members of an accredited trade union. Representatives of each accredited trade union and staff association will be offered places on the committee which will comprise staff across representative areas of work across the school.
- 4.5.1 If a safety committee is not in place the Governing Body, through the head teacher, will make alternative arrangements to ensure all staff are consulted on health and safety matters.

4.6 Emergency Planning

- 4.6.1 The Head Teacher will ensure that a suitable and satisfactory emergency plan is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the Governing Body and reviewed annually.

4.7 Codes of safe working practice

- 4.7.1 This Policy will be supplemented by codes of safe working practice. These codes must be followed by all staff and will assist in the application of this Policy.

5. Codes of safe working practice

5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

5.2 Classroom safety

5.2.1 Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Head Teacher.

5.2.2 Examples of items to be checked include:

- doors unlocked and free from obstruction floors and floor coverings are undamaged and kept clear of obstructions
- sinks will be kept clear to enable effective cleaning
- any damaged electrical equipment, including frayed or damaged flex or if there is evidence of burning, is removed from use and reported.
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- orderly sensible movement within the teaching area should be maintained
- always ensure children are not left unsupervised

5.3 Playground safety (including lunch and breaks)

5.3.3 Duty staff and lunch time controllers should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.3.4 Examples of items to check include:

- climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear
- no child should leave the play areas without the permission of the staff on duty (teacher or controller)

5.4 Large playground equipment

5.4.1 Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.4.2 The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff
- Children must only be allowed to use equipment suitable for their age
- Numbers of pupils at any time must be limited such that overcrowding is avoided

5.5 Staff and pupil safety

5.5.1 Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

5.5.2 Aspects to be considered include:

- Staff should observe standards of dress, including wearing appropriate footwear, consistent with health and safety and the activities they are carrying out e.g. teaching PE, supervising children in the playgrounds and the MUGA, setting out equipment in the MUGA, playgrounds, halls and early years areas.
- children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
 - suitable footwear for PE;
 - wearing of ear-rings not permitted for PE;
 - knives and other dangerous items should be removed from pupils and held by the Head Teacher
 - children should be taught to exercise personal responsibility for safety of self and classmates
 - children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency.

5.5.3 Specific guidance documents on safe working in schools and the health and safety responsibilities and duties for schools, which is to be followed by all staff, is given in the Department for Education. Further information can be found here <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools#other-areas-and-activities-to-consider>

School specific risk assessments on the following can be found here:

[..\HEALTH AND SAFETY\Risk Assessments\General Risk Assessments 2018](#)

- Manual handling
- Moving of office and classroom equipment
- Consultation with parents
- Playgrounds

- School meal times and dining hall
- First aid
- Information technology equipment
- Cookery lessons
- Playground equipment/fitness trail/MUGA
- Outdoor studies and school grounds
- Car park
- General circulation-corridors
- Offsite outdoor sports events

5.6 Manual Handling

5.6.1 Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

- PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.
- Piano - this must only be moved by staff and preferably by the Caretaker.
- Setting out of play equipment in the nursery and reception playgrounds to be carried out by two members of staff.

5.7 Work at height

5.7.1 The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
- Step ladders must be placed at right angles to the task to be carried out and must be erected in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.

- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used.

5.8 Staff training and information

5.8.1 It is expected that the Headteacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Caretaker

5.8.2 Where information and/or advice is not locally available the Head Teacher should seek such information from The Learning Trust Head of Health and Safety.

5.9 Staff and workplace safety

5.9.1 In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:

- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. use of ICT equipment, PE equipment etc.
- staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair
- staff should exercise good standards of hygiene and housekeeping
- staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid
- staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment
- staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures
- staff must report any perceived health and safety failings and any defective equipment to the Head Teacher immediately such defect is discovered.

SCHOOL TRIPS

H & S planning procedures:

- Complete a risk assessment, check dates with the school diary and get signed approval.

- Ensure that volunteer parents accompanying the children are fully briefed and assigned to a staff member who will supervise them. Volunteer parents on trips should not be left to supervise children on their own or accompany children to the toilet.
- On the day, ensure you take a first aid bag, asthma pumps and medicines for children who require them. Ensure a trained first aider accompanies the group.

Staff arranging trips should also refer to the school's **Educational Visits Policy** for further guidance [Educational Visits Policy - May 2019.doc](#)