



Policy For Health and Safety

Approval Date: September 2021

Review Date: September 2024

General Statement

The Governing Body in producing this Health and Safety Policy has adopted the Health and Safety policies which have been written by Bolton Metropolitan Council and Children's Services.

The Health and Safety Manual is at www.boltonlea.org.uk/healthandsafety

The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Gaskell Community Primary School. The Governing Body / Head teacher recognises its responsibility to the health, safety and welfare of all staff, pupils and other persons visiting the school premises.

It is the policy of the Governing Body/ Headteacher, so far as is reasonably practicable:

- To maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health ;
- To establish and maintain a safe and healthy environment throughout the school;
- To establish and maintain safe working procedures among staff and pupils;
- To ensure that risk assessments are carried out by competent staff;
- To consult with employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To provide and maintain means of access to and egress from that place of work that are safe and without risk;
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- To ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- To prevent accidents and cases of work related ill health;
- To provide and maintain safe, healthy and adequate welfare facilities;

This policy will be reviewed on a regular basis, by the Headteacher and the Governors.

SCHOOL RESPONSIBILITIES

Headteacher and Governors

Head Teachers are responsible for the day-to-day Health and Safety management of schools and all staff directly employed by the school. This responsibility will include ensuring that staff are aware of the safety rules and procedures which apply and also that they have access to detailed and specific regulations affecting their work. In particular Head Teachers must be aware of the arrangements governing visits and general contractors whilst on the school premises.

The Local Authority may give a warning notice to any maintained school (community, community special, foundation, foundation special, voluntary aided or voluntary controlled) in its area where the safety (not the health) of staff or pupils is threatened by for example a break down in discipline.

Community Schools

In community schools the ultimate management of health and safety rests with the Local Authority, which is the employer and therefore has overall control of the premises. The Authority is responsible for health and safety in community schools but has delegated those responsibilities to the governors of each school. Governors are therefore expected to comply with the Health and Safety Guidance of the Authority and the schools own health and safety policy

Headteachers / Governors Roles

- Monitor the effectiveness of the safety policy;
- Make arrangements to ensure that all staff employed by the school, and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant health and safety information;
- Understand headteachers and governors responsibilities under the Health and Safety at Work Act, in relation to the roles and responsibilities of BMBC;
- Ensure that staff are aware of and seek advice in the event of an unusual situation which is likely to be a health and safety hazard;
- Make arrangements and implement the Local Authority's accident reporting procedure and ensure that staff are aware of the system;
- Ensure accidents are reported and investigated where necessary, and ensure control measures are implemented;
- Develop and maintain safe working practices;
- Ensure that all staff are aware of the first aid arrangements and first aiders;
- Ensure the implementation of procedures in the event of fire and ensure that all staff are aware of their roles and responsibilities;
- Provide suitable induction training for all new staff;
- Identify health and safety training needs;
- Ensure all structural defects in contracted schools are reported to the Authority;
- Ensure staff have an awareness of relevant health and safety legislation and their responsibilities as employees;
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained;
- Ensure there are suitable provisions for contractors working on site;
- Understand the organisation, role and powers of Health and Safety Executive Inspectors;

- Recognise that the policy, risk assessments and practices are not static, and ensure that the schools health and safety policies and procedures are updated and amended where necessary.

Employees

The Health and Safety at Work Act 1974 states -"It shall be the duty of every employee whilst at work -

- (a) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work: and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with".

The Act also states "No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions".

All employees:

- have a general responsibility for the application of the Authority's Safety Policy, and any School Policy, to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Head, including the relevant parts of this statement, shall be observed;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence or risk to health in connection with the use, handling storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines); they should also refer to documents produced for these products under the COSHH Regulations;
- shall resolve any health and safety problems any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Authority;
- shall propose to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

It is recognised by the Trade Union organisations that the disciplinary procedure would be relevant in circumstances where employees choose to disregard these responsibilities.

Class Teachers and Teaching Assistants

The class teacher is responsible for the safety of pupils whilst in classrooms, workshops and laboratories, this has been a statutory duty since 1987.

Where class teachers or teaching assistants have concerns regarding the various safety issues for example class sizes, condition of equipment etc. They should discuss the problems with the Head Teacher or Head of Department before the lesson. Class Teachers and teaching assistants should:

- Liaise with and recommend to the Head of the Department or Head teacher any safety issues and hazards such as class sizes, condition of equipment and also recommend additions and discuss improvements that can be implemented.
- ensure that before the lesson, by carrying out a risk assessment, that all protective clothing, guards, screens, etc. plus any special safety procedures are available and will be used;
- they personally should follow safe procedures and working practices;
- know the various safety procedures in their teaching areas including the location of any safety equipment, they should ensure that all the procedures are followed:
- control and supervise the pupils and ensure that safety rules and protective equipment are followed and used:
- ensure that safety instructions are clear and understood and check frequently that they are being followed:

Caretakers and Site Managers

Caretakers and site managers are key members of the school staff in that they are often the first person to notice health and safety hazards and are, in a large number of schools, the 'contact person' for reporting faults and liaising with contractors on site.

Their role within the schools safety arrangements should be clearly defined and **all** staff made aware of this role.

Caretakers should follow the health and safety and methods of working detailed in the Section 3 of this health and safety manual.

First Aiders

All schools must have at least one First Aider who can provide trained support in the event of an accident or illness to any employee, and non-employee. Where the risk of injury is identified as significant, such as during PE lessons and within DT Workshops and Science labs, access to a First Aider and first aid equipment must be readily available (including provision of a wash basin or sterile water).

Pupils

Pupils are expected to:

- exercise personal responsibility for the safety of self and class-mates;
- wear the correct clothing consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- follow all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;

- Only use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

NB: It is essential that all pupils and parents are made aware of the requirements of this section.

Visitors

The Health and Safety at Work Act, 1974 imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonably practicable, that persons NOT EMPLOYED by them who may be affected by their activities are not exposed by their actions to health or safety risks within the school premises. (Health and Safety at work Act, 1974 Section 3.)

Visitors should report to the Head Teacher or Office on arrival at the school, they should be required to observe the safety rules of the school, in particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the Teacher to whom they are assigned, and should not be asked to carry out tasks for which they are not 'competent', trained or authorised for.

In addition the 'Occupiers Liability Act 1957' introduced a 'common duty of care' which an occupier owes to all visitors other than trespassers. This duty required him/her to see that visitors were reasonably safe in using the premises for the purpose for which they were invited, or permitted to be there. In 1984 the Occupiers Liability Act was updated and occupiers must also take reasonable care to see that trespassers do not suffer personal injury whilst on the premises.

Contractors

Contractors should report to the Head Teacher or Office on arrival at the school and outside contractors working on educational premises are required to ensure safe working practices by their employers under the provision of the Health and Safety at Work Act and must pay due regard to the safety of all persons using those premises in accordance with Section 3 and 4 of the Health and Safety at Work Act. They should also inform the school of any hazardous operations they intend to carry out and liaise with the appropriate person on site regarding this work. They should also have available COSHH assessments for any substances they intend to use.

In instances where the contractor creates hazardous conditions and refuses to eliminate them the Head or Principal must take actions as are necessary to prevent persons in his/her care from risk of injury and inform Corporate Resources, or where the work has not been procured through Corporate Resources they should speak to their planning officer. For further information please refer to See Section 3 of this manual - Contractors in Schools

Arrangements

The arrangements section of the health and safety manual has been designed for educational establishments / departments to complete with the relevant health and safety information for staff, visitors and contractors.

3.1 Roles & Responsibilities	
The Senior member of staff in the establishment/department with responsibility for Health and Safety matters is:	Headteacher
The Governor appointed for health and safety is:	Committee
Consultation with staff, regarding health and safety is provided via:	Headteacher
3.2 Risk assessment	
The person responsible for ensuring risk assessments are carried out is:	Headteacher
Copies of risk assessments are located :	Main School Office
Staff who have undergone training and are competent to carry out risk assessments are: Kath Wright (SLT) Alison Rafferty (SBM) and Internal training to staff	
Any hazards noted within the establishment/ departmental environment must be reported to:	Headteacher and School Business Manager & Site Manager
The person responsible for initiating risk assessments of hazard reported and for ensuring that control measures are implemented is:	Headteacher
Risk assessments will be reviewed on a ____3__ basis by ____ Headteacher ____ <i>(NB this should be carried out at LEAST every 2 – 3 years)</i>	
The educational visits co-ordinator is:	Kath Wright & Alison Rafferty
Educational visits risk assessments and paperwork are located in:	Main School Office
3.3 Emergency & Fire Arrangements	
The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher/ Manager, Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.	
The priorities in an emergency situation are as follows: <ul style="list-style-type: none"> • to ensure the safety of all persons, their removal from danger, • their care and the application of first aid and medical treatment where appropriate; • to call the emergency services when appropriate; • to safeguard the premises and equipment, if this is possible without putting persons at risk. 	
The competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:	Headteacher
Fire drills will be carried out by:	Headteacher
Fire drills will be held on a termly basis by:	Headteacher
Fire alarm points will be tested on a weekly basis by:	Site Manager

Means of escape will be checked on a weekly basis by:	Site Manager
Fire fighting equipment will be checked on a weekly basis by:	Site Manager
Emergency lighting will be tested on a monthly basis by:	Site Manager
Records of tests, checks and drills will be held in/by:	Site Manager
Fire extinguishers will be serviced on an annual basis by:	See CPS

All staff should undertake fire training

3.4 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non employees (including pupils, visitors etc)

Location of accident forms:	School office
Persons responsible for accident forms:	Office Staff
Persons responsible for carrying out accident investigations is:	Headteacher

*Accident forms must be completed and returned to Asset Management, 3rd Floor Paderborn House, Bolton, BL1 1RU on a **weekly basis***

The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Headteacher
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

3.5 First Aid - the following have received first aid training

Name	Location/Extension	Date of expiry of certificate

The person responsible for ensuring first aid qualifications are maintained is:	Headteacher
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Headteacher
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First aid boxes are kept in the following points in the education establishment / department:

School Office

Travelling first aid boxes are located:

School Office

The location and contents of all first aid boxes will be checked on a:	Weekly Basis
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The person(s) responsible for the checks is:	First-aider
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- Deficiencies of first aid materials should be reported to	
The address and telephone number of the nearest medical centre/NHS GP is:	Halliwell Childrens Centre
	01204 463500
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Bolton General
	01204 390390
<i>Occupational health provisions are available from the Occupational Health team at Paderborn House, please speak to your head teacher/Line Manager regarding accessing this service.</i>	
3.6 Pupils with medical/ special needs (please see Section 4 Health & Safety Manual – supporting pupils with medical needs)	
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Headteacher
The person responsible for ensuring pupil specific risk assessments are conducted is :	Headteacher
The person responsible for the supervision and storage of pupils medicines is:	Office Staff
3.7 Maintenance and premises	
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Headteacher and/or Site Manager
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Headteacher and/or Site Manager
Defective furniture or equipment should be taken out of use immediately and reported to:	Headteacher and/or Site Manager
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:	First Site Manager
	Deputy Headteacher/ Security and Response
3.8 Health and safety training	
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Headteacher
Induction training should cover: <ul style="list-style-type: none"> • Health and Safety Policies: BMBC Departmental, and School. • Education Visits Policy • Risk Assessment • Fire and other Emergency Arrangements • Accident Reporting Arrangements • First Aid Arrangements • Safe Use of Work Equipment • Procures for Hazardous Substances • Good Housekeeping • Hazard Reporting and Maintenance Procedures • Special Hazards/Responsibilities Associated with their Work Activity • Special Needs of Young Employees (e.g. Work Experience Placements) 	
The person responsible for organising health and safety training is:	Headteacher
3.9 Work Equipment	
<i>The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.</i>	

- Ladders Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is :	Site Manager
Person(s) authorised to use:	Site Manager
- Equipment for pupils with special educational needs The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	CPS
- Lifts The person responsible for ensuring that lifts are inspected and serviced every six months is:	CPS
- Caretaking and cleaning equipment (including powered cleaning equipment, power and hand tools etc) Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	DLO and Site Manager
Person(s) trained and authorised to use are:	DLO employees and Site Manager
- Design and Technology Equipment Person responsible for selection, inspection, maintenance, training, Supervision. Safe use and risk assessment is:	Headteacher
Person(s) authorised to operate and use is/are:	
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Class teachers
- Art and Design Equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Person(s) authorised to operate and use is/are:	Teachers and pupils
- PE Equipment (indoor and outdoor) Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Headteacher
Person(s) responsible for regular (daily) visual inspection is/are:	Site Manager
Contractor responsible for annual full inspection and report is:	Physique Sports
3.10 Portable Electrical Appliances	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	CPS
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Site Manager
Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so	
3.11 Personal Protective Equipment (PPE)	
<i>Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.</i>	
The persons responsible for inspecting PPE termly and replacing: personal protective equipment when it is worn out are as follows <ul style="list-style-type: none"> - Science - Design Technology - Art and Design - Caretaking and cleaning 	Headteacher

- Catering - Grounds maintenance	
3.12 Hazardous substances	
Copies of all the hazardous substances inventories are held centrally in:	Head's Office
The person responsible for undertaking and updating the COSHH risk assessments is:	CPS/Environmental Services
3.13 Asbestos	
The person responsible for making arrangements for dealing with asbestos in compliance with the BMBC's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons is:	Headteacher
The asbestos management plan is held:	Main Office & Site Manager's Office
The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:	Headteacher
3.14 Legionella	
The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Headteacher
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:	Headteacher
3.15 Work Experience	
The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited is:	Headteacher
3.16 Visitors	
On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"> • an identification badge • relevant health and safety information • and will sign the visitors book 	School Office
3.17 Contractors	
The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Headteacher and CPS
The person in control of contractors whilst on site is:	Site Manager
3.18 Noise	
Any employee concerned about the noise levels at work should report the matter to the Headteacher who will arrange for remedial action or for an assessment to be made by the Health and Safety Team:	
3.19 Cleaning Arrangements	
All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to: who will arrange for them to be dealt with.	Site Manager
3.20 Display Screen Equipment	
The display screen equipment assessor for the establishment is	Headteacher
3.21 Miscellaneous	
The Health and Safety Law Poster is sited:	Staffroom
The person responsible for updating it is:	Headteacher

Smoking

The Governing Body has/ has not prohibited smoking in the school and in vehicles under its control.

AN INTRODUCTION TO THE HEALTH & SAFETY MANUAL

Asset Management in conjunction with the Occupational Safety & Health team have updated and revised the Children's Services Health and Safety Manual for the department educational establishments. The aim of the manual is to enable the department to access generic health and safety documents, which **must** be tailored to suit the needs of departments/ schools.

The manual is split into six main sections: -

- 1) Health and Safety Law - framework;
- 2) Health and Safety Policy - policy statements, organisation & arrangements;
- 3) Health and Safety responsibilities and structure;
- 4) Health and Safety Management
- 5) Health and Safety Arrangements
- 6) Supporting Pupils with Medical Needs

Section 1 – Health & Safety Law - framework

This section contains information on the main legislation affecting schools/departments, for example, the Management of Health and Safety at Work Regulations, COSHH, and information regarding the enforcement and management of health and safety. You may find that you can use this information for reference only, and will therefore not need to print it off.

Section 2 – Policy statement & Arrangements

Section 2 contains a copy of Bolton Councils Health and Safety Policy, the Children's Services health and safety policy and a model policy for schools.

The model health and safety policy can be modified and used within schools and educational establishments. Under the Health and Safety at Work Act 1974, Employers have a duty to provide a written health and safety policy. The policy statement outlines the schools commitment to health and safety and the provisions it will make available to employees and others affected by their undertaking. The model statement has been written to include the main legal requirements. If your school/department already has a health and safety policy – please use this model form to ensure that you have covered all the relevant areas within your policy. If you do not have a school/departmental specific health and safety policy, you can take this policy and **modify it** to suit your work.

Also within section 2 is a document called 'Arrangements'. This section of the policy provides the basic information regarding health and safety within the establishment, for example – who is responsible for fire drills, where first aid boxes are located etc. Again, if you already have an arrangements section within the school/departmental policy – please use this document to ensure you have covered all the relevant aspects. If you do not already have this document – again – please **modify** the content to suit your needs.

Section 3 – Health and Safety Responsibilities and Structure

Section 3 provides information on the role and responsibilities of the safety representative. The Departmental safety committees are currently under review and restructure, once complete it will provide details on the various sub committees and how they feed into the Departmental Health and Safety Committee and Authority Central Health and Safety Committee.

This section also provides a list of the health and safety responsibilities and role of the Headteacher. It includes the health and safety element of the new DfES guidance for school governors with regard to their roles and responsibilities.

Section 4 – Health and Safety Management

To ensure your procedures for health and safety are effective it is essential they be monitored, reviewed revised and consulted on and necessary changes implemented. This allows for good practice to evolve and develop within the organisation.

This section also provides details on the various training courses that are considered essential for staff to attend.

Section 5 – Health and Safety Arrangements

Section 5 contains specific guidance on accidents reporting and investigation, educational visits, risk assessment and stress.

Pupil Minor Incident Log – this is a new form that can be used by educational establishments to record minor incidents to pupils instead of the yellow accident report form. This is supported with guidance, Reporting of Incidents – Schools in the Accident folder of section 5.

Summary Sheet For Minor Incidents – this must be completed and returned to the Asset Management Unit at the end of each half term to allow for the effective monitoring of accidents.

Generic risk assessments have been developed to assist schools. These assessments can be used as a basis on which to build your risk assessment documentation – however, the risk assessments **MUST** be **modified** to suit the requirements, condition and activities carried out within the school.

It also contains an A-Z of other relevant health and safety documentation, which may be relevant to your department/school. If you already have your own systems in place you may only require small areas of the A-Z. Also within the A-Z are copies of Bolton Council policies, for example, Smoking policy, Drug and Alcohol policy etc.

Section 6 – Supporting Pupils with Medical Needs

This section contains an electronic version of the pink manual already in schools produced by the Access and Inclusion team.

AND FINALLY...

The aim of all the documentation is to assist Children's Services with improving their Health and Safety, and whilst every effort is made to ensure that the information provided is accurate and current, please ensure that: -

- you tailor the policy, arrangements and risk assessments to suit your school/department
- you realise these documents are provided for all schools/departments within Children's Services and so therefore they may not all be relevant for your department/school,
- You regularly check the New updates section to ensure your documentation is up to date.
- If you have any comments / ideas on how to improve the contents please contact Asset Management.