



# **King Alfred Trust Pewsey Primary School**

## **HEALTH & SAFETY POLICY**

---

### **STATEMENT OF INTENT**

- To ensure that staff, Governors and Trustees are aware of their responsibilities and that action is taken where necessary.
- To provide a safe and healthy working and learning environment for staff, pupils and visitors.
- King Alfred Trust accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- King Alfred Trust believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- King Alfred Trust will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

### **RESPONSIBILITIES**

#### **Board of Trustees – King Alfred Trust**

The overriding responsibility for Health & Safety lies with the Trustees of King Alfred Trust; it discharges its responsibilities as follows:

- Make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.10 - Responsibilities of the Governing Body), the Local Management of Schools scheme and the advice and guidance provided by the LA;
- Take account of that policy and scheme within budget and other policy considerations;
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- Ensure that the Trustee Premises, H&S Committee has an overview of health and safety matters.
- Ensure that the Trustees undertake safety inspections with the Head of School 3 times a year or more frequently as required and then feedback to the Board of Trustees and also complete the annual audit return for County with the Head of School.

- Bring to the attention of the Trustees any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

So far as is reasonably practicable the Trustees, through the Head of School, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- This policy;
- All other relevant health and safety matters;
- The instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **Head of School**

As well as the duties which all members of staff have (see below), the Head of School has the general and specific responsibilities as set out in Section 4.11 of the LA's policy statement on health, safety and welfare.

These are:

- To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- To comply with LA policy and duties under the Local Management of Schools Scheme;
- To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Executive Head, Premises, Health & Safety and Safeguarding Committees and the Board of Trustees.

And specifically –

- To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- To develop and distribute school-specific policies on local health and safety issues;
- To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;
- To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;
- To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- To investigate all accidents, near misses and episodes of work-related ill-health;
- To monitor and evaluate the health and safety performance of staff;
- To have and practise emergency and contingency plans;
- To provide the means for consultation with staff on health and safety matters;

- To supply an annual health and safety performance report of standard indicators to the Service Director (Resources, Improvements & Young People).

The Manager is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

### **Supervisory Staff**

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Head of School, or the member of staff nominated by the Head of School, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.12 of the LA's policy statement on health, safety and welfare.

As part of their day-to-day responsibilities they will ensure that:

- Safe methods of working exist and are implemented throughout their area of responsibility;
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- Staff, pupils and others under their jurisdiction are instructed in safe working practices;
- New employees working within their area are given instruction in safe working practices;
- Risk assessments are conducted in their area of responsibility as required by the Head of School or as necessary;
- Regular safety inspections are made of their area of responsibility as required by the Head of School or as necessary;
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work; this particularly relates to electrical equipment, which must not be brought from home, unless on the day that portable appliances are being checked and their equipment can then receive a 'checked' sticker.
- They monitor the standard of health and safety throughout the phase in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- All health and safety information is communicated to the relevant persons;
- They report any health and safety concerns to the Manager.

### **All members of staff**

All staff are expected to familiarise themselves with the health and safety aspects of their work.

All staff have a responsibility to:

- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work

- Follow agreed working practices and safety procedures; also following Safeguarding recommendations and the current Code of Conduct for adults working in the school.
- Report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
- Ensure health and safety equipment is not misused or interfered with, this particularly relates to electrical equipment, which must not be brought from home, unless on the day that portable appliances are being checked and their equipment can then receive a 'checked' sticker.

### **First Aiders**

All trained First Aiders are responsible for all matters of first aid on site including the recording of all accidents in the accident book – if necessary it is their responsibility to complete the admin form to alert the Caretaker and Senior Leadership Team and admin staff for a need to report a serious accident/incident online. All training will be updated as necessary and a record of this is kept in the office. Current First Aiders are named on the poster next to the First Aid Station.

### **Parents**

It is the parent's responsibility to ensure that all children attend the setting in good health and adhere to the regulations from the HPA concerning quarantine rules. They must ensure that the setting has at least 2 up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

### **Hirers, Contractors and Others**

The Head of School will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

- When the premises are used for purposes not under the direction of the Head of School, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices.
- When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Trustee Board and that they will not, without the prior consent of the Trustees:

- 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.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

Contractors must sign the asbestos register before commencing work.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head of School will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

The Trustees will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

## **EMERGENCY PLANS**

The Head of School will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (i) save life;
- (ii) prevent injury;
- (iii) minimise loss.

The plan will be agreed by the Trustees and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Trustees. (See Critical Incident Policy)

## **SOURCES OF ADVICE AND TECHNICAL ASSISTANCE**

Whenever required, the Board of Trustees, Local Governing Body, Executive Head, Head of School and other staff are to seek advice from the LA, the Council's corporate health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy. It may be necessary to seek the advice from Wiltshire Occupational Health Services that the Academy purchases.

## **PROCEDURES AND ARRANGEMENTS**

### **General**

Regular safety procedures will be carried out, e.g. fire drills, safety inspections, risk assessments, water checks and monitoring of school cleaning. All activities recommended by the LA as being Risk Assessed will be assessed – this should include any activity where a risk is present – using Evolve & Emanate where appropriate. The Head of School will keep a risk assessment register and copies of Risk Assessments for a wide range of activities and these will update and draw these to the attention of Staff and adult helpers as necessary.

### **Legionella**

The school has a Legionella Risk Assessment in place carried out every 2 years by Churchill's Environmental Services – the Finance Officer/Caretaker manages this. Additionally, there are monthly water checks undertaken by Churchill's and the data is logged on the portal for management use. Outside and infrequently used taps are flushed weekly and this is logged in the Legionella management folder.

### **Electrical Equipment**

Electrical equipment will be tested regularly by a qualified electrician (not a requirement for new equipment under one year old) and staff will make visual checks when electrical equipment is used. Defective equipment will be taken out of use.

### **Hazardous Substances**

Hazardous Substances, such as cleaning materials must be stored in a locked cupboard (Items such as glue etc. can be stored on the top shelf of the resources store-room (also see risk assessments for teaching areas). Directions/instructions must be adhered to and the wearing of safety equipment such as gloves and safety glasses worn when necessary. COSHH paperwork – risk register, risk assessments and product sheets are kept in a file (with the products) in the cleaning cupboard.

### **Waste Disposal**

In every teaching space and offices there are bins provided. Waste should be in black bin bags. General waste and recyclable waste is collected fortnightly.

### **Smoking**

The school has a "No Smoking" policy and there is a sign on the main entrance gate to this effect. No smoking is permitted anywhere on site for staff or parents. The same applies to the use of e-cigarettes. Pewsey Vale is also a no-smoking site and therefore no-one is permitted to smoke on it.

### **Playground Equipment**

This is regularly inspected, (internal & external) repaired when required and annually maintained. Children will not be allowed to play on the equipment when damaged or under repair.

### **Manual Handling**

Staff are made aware of the Manual Handling guidelines set out in the Wiltshire Health and Safety Manual (guidelines are displayed in the staff room). Children and Staff should only lift equipment and furniture within their individual capability. Training will be provided for any hazardous moving and handling activities. Risk Assessments are done for all manual handling activities.

### **Adult Help in School**

Any additional adult helping in school reads and agrees to the Code of Conduct for Safeguarding, Child Protection, Whistle Blowing and KCSIE policies. The admin staff keep a log of all adults who have viewed and agreed to these guidelines. A single central register of all adults associated with the school and their DBS status is also kept in the office and is constantly monitored and updated. Staff are asked to ensure that any adults helping in school on a regular basis are DBS checked and have signed that they have read the Child Protection Policy & Code of Conduct.

All Adults visiting the school officially have their photographic I.D checked and DBS if available. They sign in via the sign-in system and must wear their ID Badge.

### **Health and Safety Education**

This is built into the curriculum for PSHE and is also introduced via, visits from the local Fire service, Police, to name but a few.

### **First Aid and Accidents**

All staff are First Aiders and hold a current First aid certificate. Contents of the First Aid Box and the travelling First Aid Kits are made up of items advised by St Johns Ambulance.

Guidelines for administering First Aid (taken from the H & S manual) are displayed on the wall at the First Aid location.

All accidents to children must be recorded on the accident sheets. Parents will be informed of all 'head bumps' and serious accidents recorded. The Health and Safety Executive (HSE) must be notified by phone immediately if a pupil is involved in a very serious incident and is taken to hospital.

Staff members have a separate accident book kept in the office and must enter details of any injuries sustained in school, whilst working.

An electronic form (E-Form) must be used to report:

- Any type of incident in which an employee is physically injured;
- Any type of incident in which a member of the public is physically injured as a result of being on council premises or due to a council work activity or service;
- Any type of incident in which an employee is exposed to threatening, intimidating or aggressive behaviour from a member of the public or subject to excessive verbal abuse.
- Any road traffic accident during a work journey, even if damage only;
- Any other near miss when someone could have been hurt.

Any incidents that are attributable to the bullet point list below are all reportable by eform to Wiltshire Council:

- Conditions of the school premises;
- The use or condition of school equipment or materials;
- The way in which the situation was organised or supervised by school employees.

More serious staff or pupil injuries must be reported to the HSE immediately by phone on 0845 300 9923. (Advice on sheets in office, H&S file and First-Aid accident file)

Any injury, which prevents the injured person from continuing at his/her normal work for more than 3 days, must also be reported to the HSE.

### **Illness**

If a pupil becomes ill during school hours, every effort will be made to contact their parent / carer through the emergency contact list. The pupil will remain at the first aid location until the parent collects them (or they are well enough to return to class - if applicable). An ambulance will be called if the First Aider considers it necessary. Staff receive relevant information and are trained by the school nurse where a child has an illness that requires more specialist emergency action, e.g. anaphylaxis. Information is made available in a confidential file in the Office, so that all staff are made aware of pupils with specialist conditions. It is the responsibility of the staff member to make themselves familiar with the information contained in this file.

### **Medicine in School**

No medicine is to be administered to pupils without written consent from parents / carers. Parental consent forms for administering medication are kept in the office. All medication should be delivered to school by a parent / carer and handed to a member of staff who store it high level in the play room or

place it in the fridge. The medicine must be stored in its original container, clearly labelled with the child's name and dosage. A written record is also kept of the administering of medicine (except inhalers) to pupils. Non-prescribed medicines containing analgesic will not normally be administered even with parents / carers permission. All medicines will be administered by a first Aider.

### **Fire Procedures**

In addition to the fire policy in appendix 1 (which sets down the procedures to be followed in the event of a fire in school) the following precautions are taken:

Monthly fire drills are held and logged.

Fire alarm bells are tested weekly.

Fire appliances are checked annually and certificated.

Fire exits are identified via emergency lighting (also tested regularly) and additional signage and are kept unobstructed at all times.

Good housekeeping practice is maintained, e.g. waste bins are emptied every day and waste material is cleared as soon as possible.

Risk assessments are carried out every 3 years (unless necessary before, following major building alterations) by W.C. approved contractors.

### **Emergency Closure of the School**

In the case of adverse weather conditions, power failures or heating problems, it may be necessary to close the school. In such circumstance parents will be contacted to collect their children. Closure of the school will be reported . via email and will also be displayed on the school web site.

### **Critical Incidents**

In the event of a critical incident the Head of School will phone the Duty manager at the LA helpline (see critical incident policy).

### **Emergency Conditions and Major Incidents**

The Head of School will follow the latest guidance from the LA in this situation, examples include: sending children home, structural damage to buildings, emergency heating, electricity emergencies, school closures, critical incidents. (Detailed in the critical incident policy)

### **Security Arrangements**

Entry to the school building during the school day is via the main entrance

### **Lone Working**

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside *doors are locked* and blinds are closed when it is dark.

It is recommended that anyone working alone should be equipped with a personal mobile phone.

When two or more people work late they should try to leave the building together.

Cars should be parked as close as possible to the entrance/exit door.

### **Working at Height**

If it is necessary to work at height then staff and other persons must do so using the correct equipment (steps/stools are kept in the resources store room) and not under any circumstances are they to climb on chairs/tables or other furniture.

Equipment must be checked before use to make sure it is in good working order.

Ladders/steps must be used only on a level firm base and not be used in wet/slippery conditions.



Staff and other persons must not over stretch and are advised to wear suitable footwear. Any individual working at height must have an adequate understanding of the equipment they are using and if in any doubt they should not proceed. Items should be stored at an appropriate level and position relative to their height, weight and bulk. A current risk assessment has been undertaken for working at height and ladders receive an annual visual check.

### **Vehicular Movements on Site**

The site is a very busy site due to the number of services based here and all vehicle movement should be kept to a minimum, especially during the times of 8.30 – 9.00 and 3.00 – 3.30.

A barrier is in place at the top of the service road and is operated by the Primary School between 8.20 and 3.30 to minimise vehicular movement. All members of staff have been issued with access cards, all parents (from all settings) are aware that they are not allowed access. Only deliveries and disabled drivers/pupils should be gaining access via the barrier.

There are designated parking bays/areas for staff to park. Staff are requested to take the upmost care and caution when moving their vehicles and asked to refrain from moving them during the very busy times. We are in constant communication with our partners: Puddleducks & Pewsey Vale School to review the situation and encourage reminder communications to parents.

### **Close-down Procedures**

All flammable materials must be locked away.

All rubbish is to be removed from the building to an external waste storage area.

All rooms must be checked, especially the toilets to make sure everyone has vacated the premises.

Checks must be made on all windows ensuring they are shut and locked, on fire doors that they are securely shut and that all internal doors are properly closed and blinds must all be closed.

External lighting must be checked to confirm it is working correctly.

Intruder alarm must be set as you vacate the building.

### **Use of Personal Electrical Equipment**

Only equipment that has been permitted by the Head of School and PAT tested (or less than 12 months old) will be permitted to be used in school.

### **Personal Use of School Equipment**

No school equipment is permitted to be used for personal use, unless cleared by the Head of School. Please refer to the Loan of equipment procedures that need to be adhered to.

### **Use of Private Vehicles For Work Purposes, etc.**

If you are using your vehicle for work business then you need to ensure that you have Class 1 business use Insurance. You are not permitted to transport any children unless you have this insurance and even then permission must be obtained from the Head of School and proof of the insurance, MOT and driving license shown. All safeguarding procedures must be adhered to and at least 1 additional adult as well as the driver must be with the children as a matter of course.

## **REVIEW**

The Board of Trustees, Local Governing Body and Head of School will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils