FISHERGATE PRIMARY SCHOOL
HEALTH AND SAFETY POLICY V3

PART ONE
STATEMENT OF INTENT

The School Management at Fishergate Primary School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. We are committed to:

a) Preventing accidents and work-related ill health as far as is reasonably practicable.
b) Ensuring compliance with statutory requirements as a minimum standard.
c) Assessing and controlling risks from curriculum and non-curriculum work activities on and off school premises.
d) Providing a safe, healthy and secure working and learning environment for staff and pupils.
e) Ensuring safe working methods and providing and maintaining safe work equipment.
f) Providing appropriate health and safety information, instruction, supervision and training.
g) Consulting with employees and their representatives on health and safety matters.
h) Monitoring and reviewing our risk assessment systems and control measures to ensure that they are effective.
i) Setting targets and objectives to develop a culture of continuous improvement.
j) Ensuring adequate welfare facilities exist throughout the school for all.
k) Ensuring adequate resources are made available for health and safety risk management.
l) Learning from our own health and safety experiences, sharing learning opportunities with other schools and implement controls where appropriate.
m) Selecting and engaging competent contractors who work safely.
n) Providing adequate first aid cover and occupational health support.

To ensure the above commitments can be met, the City of York Council Safety Management System (SMS) has been adopted. All Governors, staff and pupils will play their part in its implementation.

PART TWO

ORGANISATION

Introduction

In order to achieve compliance with the Statement of Intent, Fishergate Primary School's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy.

A school organisational chart for Health and Safety Management is at Annex A. Individuals with specific Health and Safety roles and responsibilities are listed at Annex B.

The Governing Body

The Governing Body has the following responsibilities to ensure:

a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.

b) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.

c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.

d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.

e) Sufficient funds are set aside with which to operate safe systems of work.

f) Health and safety performance is measured both actively and reactively.

g) The school's Health and Safety Policy and performance is reviewed annually.

These responsibilities (less finance and approval of the Health and Safety Policy) are delegated to the Health and Safety Working Party which will be chaired by a governor. The Chair will report any issues to the Full Governing Body. Further governor information is contained in the DfE guidance "A Guide to the Law for Schools Governors" which is available as a hard copy or on the websites: www.governet.co.uk www.dfe.gov.uk

The Headteacher

The Headteacher (Tina Clarke) has the following delegated health and safety management responsibilities:

a) Be fully committed to the School's Statement of Intent for Health and Safety.

b) Create a clear written local Policy for Health and Safety.

c) Ensure that the Policy is communicated adequately to all relevant persons.

d) Ensure appropriate information on significant risk activities is given to visitors and contractors.

e) Ensure appropriate consultation arrangements are in place for staff and their Trades Unions' representatives.

f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.

g) Make arrangements for risk assessments to be undertaken for the workplace, the premises and working practices.

h) Ensure safe systems of work are in place as identified from risk assessments.

i) Ensure that emergency procedures are in place for fire and that Fire Safety Risk assessments have been undertaken.

j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.

k) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.

l) Ensure arrangements are in place to monitor premises and performance.

m) Ensure that all accidents are investigated and reported and that any remedial actions required are taken or requested.

n) Report to the Governing Body annually on the health and safety performance of the school.

o) Ensure that adequate school catering arrangements are in place. *

p) Ensure that other LA policies and procedures are followed, including those of Educational Visits.

* *Whilst the Headteacher has day-to-day responsibility for the school and its staff, the catering contractor (whether this is the contractor arranged by the LA or arranged by the school) is responsible for health and safety matters affecting the production of meals in schools and safety of all the catering staff. This means that the cook in charge has the H&S responsibility for the food production within the designated kitchen area. Arrangements for the pupils and the taking of meals are the responsibility of the Head and his/her staff. It is expected that there will be close co-operation between the Headteacher and representatives of the catering contractor, particularly the Cook supervisor, to ensure that high standards of health and safety exist in accordance with the school's arrangements.*

School Health and Safety Co-ordinator

The School Health and Safety Co-ordinator at Fishergate School is Hannah Lowery, who has the following responsibilities:

a) To co-ordinate and manage the annual risk assessment process for the school.

b) To co-ordinate the termly general workplace monitoring inspections and performance monitoring process, with a governor from the Health and Safety Working Party.

c) To make provision for the inspection and maintenance of work equipment throughout the school, including the statutory testing of specific equipment.

d) To manage the keeping of records of all health and safety activities.

e) To advise the Headteacher of situations or activities that are potentially hazardous to the health and safety of staff, pupils and visitors.

f) To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.

g) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.

h) To co-ordinate the control of contractors on site when work is being undertaken.

Special Obligations of Class Teachers

Class teachers are expected to:

a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the Staff Training Manual.

c) Give clear oral and written instructions and warnings to pupils as often as necessary.

d) Personally follow safe working procedures.

e) Require the use of personal protective equipment, clothing etc. and ensure that safety guards are in place where necessary.

f) Make recommendations to their Headteacher or phase leader on health and safety equipment and on additions or necessary improvements to tools and equipment.

g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.

i) Report all accidents, defects and dangerous occurrences to their Headteacher or phase leader and the school Health and Safety Co-ordinator.

j) Read all school risk assessments at the beginning of each academic year by the first half term.

Trade Union Appointed Safety Representatives

The Governing Body and Headteacher must recognise the role of any Safety Representatives appointed by a recognised trade union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Obligations of All Employees

Apart from any specific responsibilities, which may have been delegated to them, all employees must:

a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.

b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.

c) Act in accordance with any specific health and safety training received.

d) Report all accidents and near misses in accordance with current procedure.

e) Co-operate with the management to enable them to carry out their health and safety responsibilities.

f) Inform their Line Manager of all potential hazards to health and safety, in particular those, which are of a serious or imminent danger.

g) Inform their Line Manager of any shortcomings they consider exist in the School's health and safety arrangements.

h) Exercise good standards of housekeeping and cleanliness.

i) Know and apply the procedures in respect of fire, first aid, Lone Working Policy, Working at Height and other emergencies.

j) Co-operate with the appointed Trade Union Safety Representatives and the Enforcement Officers of the Health and Safety Executive.

k) Act within their range of competency and not to undertake anything that they are not competent to do, or that would compromise health and safety.

All employees who authorise work to be undertaken, or authorise the purchase of equipment, will ensure that the health and safety implications of such work or purchase are considered and that appropriate measures are taken to ensure compliance with the requirements of legislation and Council and school policies and procedures.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence. The employee's immediate superior must approve such re-assignments.

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

a) Understand that they have responsibilities for Health and Safety.

b) Exercise personal responsibility for the health and safety of themselves and others.

c) Observe standards of dress consistent with safety and hygiene.

d) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

e) Use and not wilfully misuse, neglect or interfere with anything provided in the interests of their health and safety or the health and safety of others.

f) Wear personal protective equipment where it is required to control a risk to health or safety, e.g. hand, eye or ear protection.

g) Behave in a manner that will not compromise their health and safety or the health and safety of others.

h) Bring to the attention of any member of staff any health and safety issue that they think is dangerous, or that presents a hazard.

PART THREE

PROCEDURES AND ARRANGEMENTS

Introduction

The following procedures and arrangements will ensure compliance with the School Management's Statement of Intent.

Emergency Plan

Governors have approved an Emergency Plan which details actions and procedures in the event of a major incident. It also includes procedures for Lockdown.

Fire

Fire Evacuation Procedures and Guidelines are set out and displayed around school. Instructions for children, staff, and all visitors are displayed in each room. Full guidance from the Local Authority can be found in the Health and Safety File.

First Aid

The school maintains a register of qualified First Aiders – a list is at Annex B. Notices of trained First Aiders are displayed in school. Children are informed of the clear procedures for dealing with general First Aid emergencies in school.

First Aid Kits are regularly maintained and a store of spare equipment is kept in the Staffroom. Midday Supervisors carry first aid "bum bags" on the playground and during lunchtimes in each hall.

The Headteacher is responsible for ensuring staff have up to date first aid certificates and copies of these are kept in the Health and Safety File.

Full guidance on First Aid from the Local Authority is kept in the Health and Safety File. First Aid Forms are completed as required when first aid has been provided or advice given.

Accident Reporting

After any work-related incident, the Incident Report Form Flowchart will be followed to identify the completion of either or both the First Aid Form and the Incident Report Form.

If the incident results in the person being taken to hospital from the scene, the Health and Safety team at the LA will immediately be notified.

The First Aid forms and Incident Report forms are kept in the Admin Office. The school will continue to monitor First Aid incidents to check for patterns or emerging issues, and which will be reviewed by the Health and Safety Working Party.

Suspicious Objects or Bomb Threats

In any cases involving suspect packages, letters or items left in school, the LA guidance document LCCS 19 Suspicious Objects or Bomb Threats will be used (kept in Health and Safety File).

Immediately there are suspicions about a letter or package, it should carefully be placed on a sturdy flat surface, NOT on the floor. DO NOT squeeze or press the package. DO NOT ATTEMPT TO OPEN IT. The room containing the object should be evacuated and locked. Rooms immediately adjacent should be evacuated without raising a general alarm. The Police should be contacted and the details of the letter/package given, together with the reasons for suspicions. The advice from the Police should be followed.

Gas Leaks

Fishergate School follows the Health and Safety Guidance on emergency procedures in the event of a suspected gas leak. See Health and Safety File, Information Bulletin "Gas Leaks" (January 2008). A copy of this guidance is displayed on the notice board in the main office near the site manager's desk.

Administering Medicines

Fishergate School follows the LA guidance contained in the Health and Safety Manual "Administering Medicines in Schools". Particular guidance is also contained in the Fishergate Policy "Management of Medicines" which is kept in the Health and Safety File. This Policy sets out clear procedures for the storage, administration, paperwork and responsibilities involved in administering medicines.

General Risk Assessment

Fishergate School follows the guidance on the use of Risk Assessments in the LA Health and Safety Manual. This guidance has been used to formulate a Risk Assessment Policy for Fishergate which sets out the procedures for ensuring regular risk assessments are carried out to ensure the health and safety of the school community (see Risk Assessment Policy in Health and Safety file).

Fire Risk Assessment

The LA is responsible for ensuring a Fire Risk Assessment is carried out. Fishergate School is part of the buyback scheme to ensure this happens. The following guidance will be used:

The 5 Steps of a Fire Safety Risk Assessment

1.	Identify Fire Hazards	Sources of ignition Sources of fuel Sources of oxygen
2.	Identify People at Risk	Contractors, Customers, Visitors People in and around the premises People especially at risk (young, old, disabled)
3.	Evaluate, Remove, Reduce and Protect from Risk	Remove or reduce fire hazards Remove or reduce the risks to people Detection & warning/Signs & notices Maintenance
4.	Record, Plan, Inform, Instruct and Train	Record significant findings and the action taken Inform & instruct relevant people Prepare an emergency plan
5.	Review	Keep assessment under review Revise where necessary

A copy of the fire risk assessment will be kept in the Health and Safety File and full guidance from the LA can be found on the LA Portal and in the Health and Safety Manual. A list of trained Fire Wardens is at Annex B.

Moving and Handling Risk Assessment

Fishergate School will follow the guidance contained in the LCCS9 Moving and Handling Policy and Guidance document, kept in the Health and Safety Manual and also on CYC website. This policy sets out the procedures for the safe handling of children with SEND.

Key principles for the safe moving and handling of pupils are set out in the school's Moving and Handling Policy, a copy of which is kept in the Health and Safety File and electronically in the Health and Safety Folder.

Hazardous Substances

Fishergate School follows the COSHH guidance contained in the LCCS26 Control of Substances Hazardous to Health. The school will refer also to guidance from CLEAPPS on the safe management of such materials.

Fishergate School has an Asbestos Management File which sets out an action plan for the safe management of asbestos in school and procedures to ensure the health and

safety of all who work in school. A copy of this is kept on reception and ALWAYS shown to contractors and staff are made aware of the places where asbestos is found. The Site Manager has a copy of the asbestos information.

Cleaning materials which may be hazardous to health are stored in the cleaners' cupboard which is always locked. The storage of paint materials is well away from children and other adults, down in the cellar which is locked and managed by the Site Manager.

No substances that fall under COSHH guidelines are used directly with children in school. New substances or those existing that may be hazardous are assessed following the 8-point strategy as set out in the COSHH guidance:

Step 1
Assess the risks to health associated with hazardous substances used in, or created by, work activities.

Step 2
Decide what precautions are needed - the risks should be considered before the exposure takes place wherever possible. This is easier for new exposure situations, i.e. introduction of a new product or a new work activity involving exposure. It will be more difficult to identify substances such as dusts and fumes that employees and others may be exposed to.

Step 3
Prevent or control exposure by eliminating the hazard entirely or by controlling the exposure to it.

Step 4
Ensure that the control measures are used and maintained – the established control measures may have to be reinforced by written procedures, appropriate supervision and training.

Step 5
Monitor the exposure – if the assessment concludes that it is necessary to ensure the control measures are effective.

Step 6
Carry out health surveillance – where there is a need to regularly check on the health effects of exposure.

Step 7

Prepare procedures or plans to deal with accidents, incidents and emergencies – in response to an incident, plans must be made to minimise the harmful effects, restore the situation to normal and to inform those who may have been affected.

Step 8

Ensure that employees are properly informed, trained and supervised – to make sure that employees know about and understand the risks from hazardous substances and the need for the control measures that are in place.

Violence and Aggression

The LA has a clear policy for the management of potential violence or aggression towards staff or other members of the school community. This is set out in the Health and Safety Manual.

Fishergate School will ensure:

a) Risk assessments are carried out to expose and consider potentially dangerous individuals.

b) There is access to training and information provided by CYC.

c) Staff who have been through an incident involving violence or aggression, actual or implied, are given appropriate support through CYC or outside agencies.

Lone Working

Fishergate School has a lone working risk assessment and uses this alongside the CYC lone working compliance notes, which sets out the guidelines and procedures needed for staff working alone in school. Site managers are the only lone working people within Fishergate and will carry their phone with them at all times. If they are over an hour late getting home, their spouse will ring the other site manager to come into school and check what the problem is.

Working at Height (WaH)

Only Site Managers and Contractors may be required to WaH. Contractors will have their own WaH policy and Site Managers are to be aware of and follow instructions in the WaH Risk Assessment and the CYC WaH compliance notes. Staff are only to use approved equipment and methods for accessing equipment, resources or displays at height in accordance with the WaH Risk Assessment.

Inspection and Testing of Equipment

Fishergate School will follow the guidelines set out in the Health and Safety File and Manual regarding the maintenance and testing of equipment that may cause a danger to users. Such equipment includes:

- Playground equipment, fixed and portable, including the climbing wall
- PE equipment
- Portable electrical appliances
- Hoist
- Lift
- Fire Extinguishers

A PAT test is carried out every year to ensure all portable appliances comply with Health and Safety regulations. The certificate is kept in the Health and Safety File and appliances are marked to show they are compliant.

Maintenance contracts exist for the hoist and lift, certificates are kept in the Site Manager's Health and Safety File. The LA is responsible for maintaining the gymnastics equipment through a contract with Sportsafe.

The Site Manager carries out visual inspections of wooden benches and other playground fixed equipment each term. Maintenance issues are quickly reported and dealt with by the Site Manager or other contractors.

The LA is responsible for the maintenance of the boilers which is done annually.

Health and Safety Workplace Inspection of the Premises

Each term an inspection is carried out by the Site Manager and a governor from the Health and Safety Working Party. These focus on the whole school site.

Recommendations for repair or maintenance are dealt with by the Site Manager in consultation with the Health and Safety Co-ordinator and Headteacher. Items for consideration or more serious issues are brought to the Health and Safety Working Party and if necessary taken to the Governing Body.

Control of Contractors

When the school engages the services of a contractor, it has obligations and responsibilities as set out in the Selection and Management of Contractors guidance in the corporate Health and Safety Manual. These include:

- Manage the contract so that work is carried out in a safe manner.
- Agree the limits of the work.
- Pass on to the company any information that will affect the health and safety of the company's employees.
- Ensure the contractor has undergone vetting.
- Monitor and review the work.
- Compile a Health and Safety File with copies of all documents exchanged.

The key procedures include:

- Planning and assessment of risk.
- Provision of information, especially regarding the existence of any hazardous materials.
- Selection of contractors.
- Monitoring.
- Review.

Fishergate School will follow these key principles (details set out in the Health and Safety Manual) when using contractors to carry out work in the school.

In particular, the school asbestos records will always be shown to contractors before work begins on site.

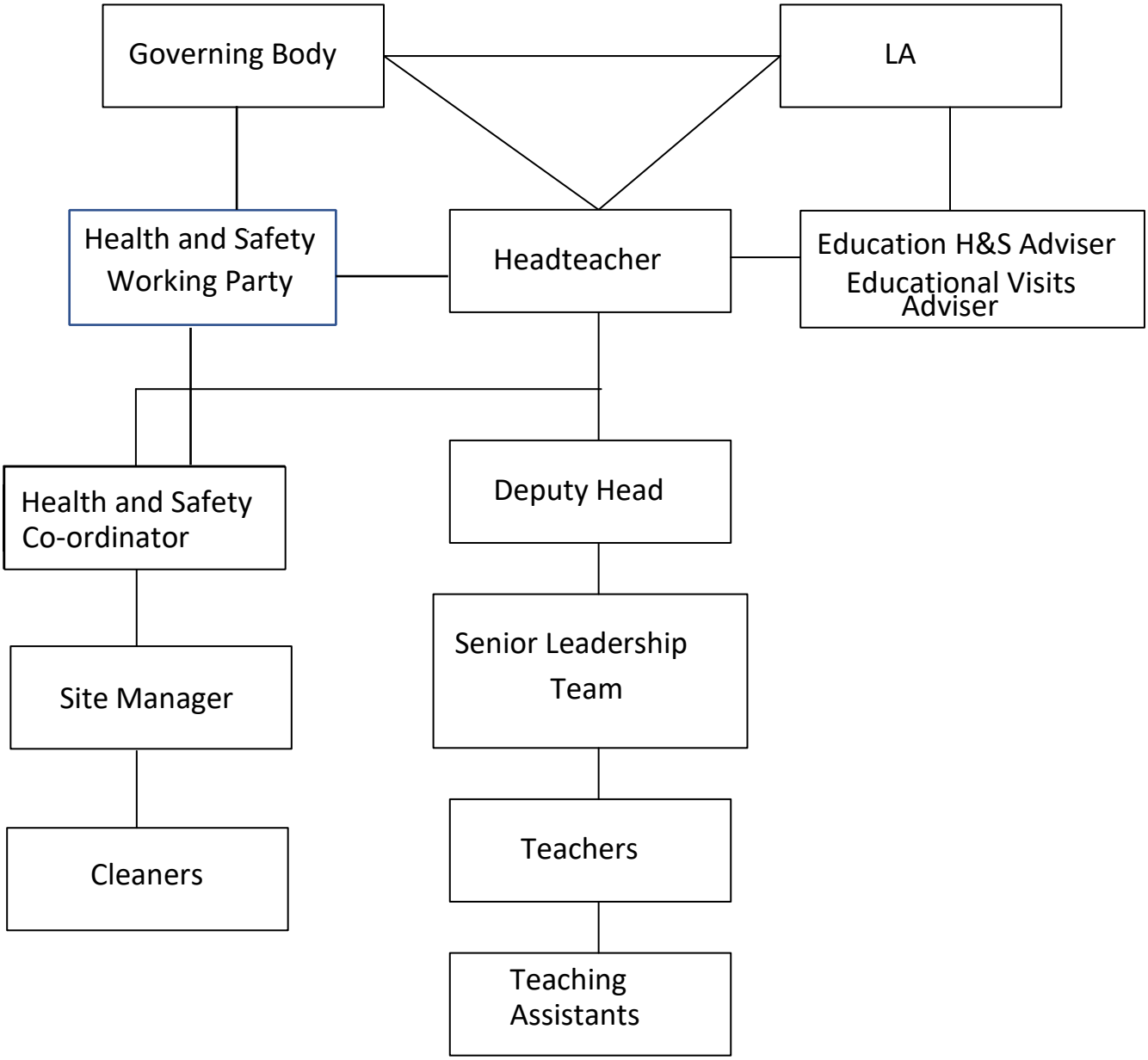
Next Review: January 27

Annexes:

A. Health and Safety Organisational Chart Fishergate Primary School.
B. List of Individuals with Specific Health and Safety Responsibilities.
C. Contractor's Guide for Working at Fishergate School.
D. LA Adopted Best Practice, Procedures, Guidelines and Codes of Practice for Schools.

Annex A

HEALTH AND SAFETY ORGANISATIONAL CHART
FISHERGATE PRIMARY SCHOOL



Annex B

LIST OF INDIVIDUALS WITH SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES

Overall Responsibility – Headteacher: Tina Clarke

Health and Safety Co-ordinator – Hannah Lowery

Health and Safety Working Party Members: Bill Twist – Governor and Chair
Alisun Pawley/Richard Sharp – C of G
Lorybelle Manas
Mrs Clarke - Headteacher
Hannah Lowery
Mick Ostler – Site Manager

First Aiders Early Years staff: Sahar Dibden
Debbie Adkinson
Catherine Evans

First Aiders KS1 Ground Floor: Abbey Murray
Sarah Burland

First Aiders KS2 Upper Floor: Caroline Burt
Jamile Dabul
Anne Steele
Claire Stenson

First Aiders Ourt of Hours: Steve Maynard
Mick Ostler

Fire Wardens:

Tina Clarke
Debbie Waters
Helen Deighton
Steve Maynard
Mick Ostler

Site Legionella Representative (SLR) – Mick Ostler
Responsible person for fire safety (RPFFS) – Hannah Lowery / Mick Ostler
Educational Visits Coordinator – Tina Clarke / Ann Cole
Site Asbestos Liaison Officer (SALO) – Debbie Waters / Steve Maynard

Annex C

CONTRACTORS GUIDE FOR WORKING AT FISHERGATE PRIMARY SCHOOL

This document is issued to all contractors working on the premises of or for, or on behalf of the above, and is in accordance with the requirements of the Health and Safety Policy of the school and the Local Authority.

Section 4 of the Health and Safety at Work Act 1974 stipulates that the management of a place of work (namely the above) must ensure that as much as is reasonably practicable there is no risk to the health and safety of non-employees (such as contractors) who are working on the premises.

The school also expects that all contractors will operate in a safe manner and respect all relevant health and safety legislation. Particular attention must be made with regards to asbestos when any intrusive work is being carried out. Reference to the school's asbestos file **must** be made with this type of work.

Contractors must ensure that their work creates no risk to the health or the safety of themselves or others whilst carrying out their work.

Specifically:

1. Equipment must be in a safe condition and in good working order. Equipment may at any time be inspected by the management or the management's representative and its use prohibited if found to be unsafe. This includes ladders, scaffolding and portable tools.
2. Methods of Work - no unsafe working practices will be allowed on the premises. The contractor must ensure that appropriate risk assessments are carried out and documented for the work activities carried out on site and that the documentation is available on site during the completion of the work.
3. Electrical services and equipment - special care must be taken regarding the isolation and reconnection of electrical services to avoid danger of any kind to both personnel and equipment. The contractor must be aware of the Electricity at Work Regulations 1989 and how these regulations might apply to his/her work.
4. Safety Procedures:
    a) Contractors must not leave any dangerous working area unattended without adequate warning notices.
    b) Contractors must be aware of the premises' Fire Safety Procedures and be able to implement the appropriate alarm and evacuation procedures in the event of a fire. Fire exits should remain clear at all times and fire equipment must not be misused.

c) Accidents however minor must be reported to the school health and safety co-ordinator as soon as possible. Records can then be made and appropriate action implemented if necessary.

I have read and understood the above guidance on behalf of the contractor, and agree to comply with all above whilst working at these premises.

Name of Contractor…….

Signed……. Date…….

Annex D

LA Adopted Best Practice, Procedures, Guidance and Codes of Practice for schools

The following index is to reference information from outside sources which has been agreed to be adopted for use by the LA for schools as that of the LA and is therefore recommended to schools as best practice.

CLEAPSS School Science Laboratory Handbook	*Information on CDs in Schools*
Be Safe (Primary Science) ASE Handbook	*Hard copies available from ASE*
School Design & Technology Handbook	*Available from DATA*
Make it Safe (Primary Science) Handbook	*Available from NAAIDT c/o DATA*
DfE First Aid Guide for Schools	*Available from DfE*
DfE Supporting Children with Medical Needs	*Available from DfE*
Safe Practice in Physical Education, BAALPE (British Ass. of Advisers & Lecturers in Physical Education)	*Available from BAALPE*
Quality Standards For Work Experience	*Available from NYBEP & Trident*
DfE Guide to Improving School Security	*Available from DfE*
Secured by Design*	*Available from Safer York Partnership*

*(Minimum Standards for School Security)

For further information on any of the above please contact the Health and Safety Co-ordinator.