

## **NORTH LINCOLNSHIRE COUNCIL**

### **Health and Safety Policy**



**PREMISES: St Peter & St Paul CE Primary School**

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## **PART I**

### **1. INTRODUCTION**

- 1.1 This document describes the Organisation and Arrangements for the school and should be read in conjunction with the council's Health and Safety (H&S) Policy, Procedures and Guidance as contained in the council's Health and Safety Business Performance (Management) System (BPS), and the School Building Handbook, accessible via TOPdesk.
- 1.2 This Policy is designed to benefit teaching and support staff, pupils, Governors, parents, visitors, contractors and all those on site and has been produced in full consultation with the trade unions.
- 1.3 The promotion of the health, safety and welfare of staff and pupils is considered to be a mutual objective for the Local Authority (LA), Governors and staff. It is therefore the school's responsibility to take the necessary steps to ensure the health, safety and welfare of its staff and pupils and the public and visitors, so far as reasonably practicable.
- 1.4 The aim of this document is to ensure that all reasonably practicable steps are taken in the management of the school's H&S, including: -
- ◇ to establish and maintain a safe and healthy environment throughout the school;
  - ◇ to establish and maintain safe working procedures amongst staff and pupils;
  - ◇ to make arrangements for ensuring safety, and absence or reduction of risks to H&S in connection with the use, handling, storage and transport of articles and substances;
  - ◇ to ensure access to the provision of sufficient information, instruction, training and supervision so pupils and others can avoid or reduce exposure to hazards and contribute positively to their own and others safety and health at work;
  - ◇ to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
  - ◇ to formulate effective procedures to be followed in the case of an accident or incident;
  - ◇ to provide and maintain adequate welfare facilities;
  - ◇ to make appropriate arrangements to ensure the health and safety of any disabled person(s) using the school site.
- 1.5 The Head has overall responsibility for the application of the school's Health and Safety Policy. However, staff within the school are responsible for implementing and maintaining compliance with the school's H&S arrangements generally, and particularly in the areas for which they are responsible.
- 1.6 The practice of self-monitoring has become a vital feature of H&S on school premises. It is the responsibility of all staff to be vigilant on matters of H&S at all times and for the practice of monitoring to be integral in the management structure for H&S.

## **PART II**

### **2. ROLES AND RESPONSIBILITIES**

2.1 Responsibility for the day-to-day management of health and safety in the premises falls to the Head and Governors, and any other nominated staff. They should therefore ensure that they; -

- ◇ are familiar with H&S legislation in so far as it relates to the premises with which they are concerned;
- ◇ are familiar with the school's H&S procedures and arrangements and take the necessary action to ensure that they are adhered to;
- ◇ as far as reasonably practicable, have safe systems of work in place;
- ◇ maintain the school premises in a generally clean, tidy and safe condition;
- ◇ provide adequate and suitable equipment and resources;
- ◇ maintain equipment and tools in good condition;
- ◇ provide an appropriate type and level of training for the tasks and situations staff will be required to deal with;
- ◇ implement adequate fire safety precautions and safety measures as outlined in the Fire Risk Assessment, and are aware of those persons with fire safety responsibilities;
- ◇ are aware of how to access NLC's accident and incident reporting system on TOPdesk, H&S procedures and all other relevant safety related documentation.

#### 2.2 The Local Authority (LA)

- Under the Health and Safety at Work etc. Act 1974, the LA have overall responsibility for H&S within maintained schools. As the employer, the LA must prepare a written H&S Policy. Schools are expected to comply with its requirements.
- The LA advises schools adopt and comply with LA H&S procedures, and follow its guidelines, along with developing site-specific procedures and documentation such as safe work procedures and risk assessments. To support this, the School Building Handbook is available via TOPdesk.

#### 2.3 The Governors

- Governing bodies are obliged to take all measures within their power to ensure that the school premises are safe and not hazardous to the health and/or safety of staff, pupils, visitors or trespassers. In effect, the Governing Body and Head have overall responsibility for the day-to-day H&S of persons using and occupying the school.
- Governing bodies should ensure they are familiar with the LA H&S Policy in addition to developing their own site-specific policies and procedures for the school. They should make periodic inspections and review H&S reports produced by either the Head, school safety committee or LA H&S team, and ensure any identified actions are completed. They should also ensure the school's budget contains an element for H&S.

- Although the overall responsibility for H&S lies with the Head and/or Governing Body, individual Governors may be liable if they consent to, or become knowingly involved with, any breach of the H&S legislation or if any breach is due to neglect by an individual Governor.
- In practice, individual responsibility is discharged by ensuring that the Governing Body knows its duties, listens to advice, carries out inspections, follows up complaints and complies with, and acts on, the findings of H&S inspection reports and recommendations e.g., taking protective and preventive measures or arranging repairs.

## 2.4 The Head

- The Head has day-to-day responsibility for H&S in the school and in particular they should: -
  - ◇ be the focal point for advice or indicate sources of advice;
  - ◇ co-ordinate the implementation of safety procedures in the school;
  - ◇ maintain contact with the LA's Safety Team and external agencies able to offer specialist advice;
  - ◇ report any identified hazards immediately to the LA and/or Governing Body and stop any potentially hazardous work processes or use of plant, tool, equipment or machinery;
  - ◇ make or arrange for investigation of the premises, place of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations;
  - ◇ ensure that a suitable and sufficient site-specific risk assessment is conducted of the school, which includes all work-related and school-sponsored activities, and reviewed annually, or following any changes which may render the assessment no longer valid;
  - ◇ arrange for workplace audits and inspections to be completed by a competent person which identify any defects, hazards and deficiencies, and organise the appropriate remedial action or control measures; the findings of subsequent reports should be shared with the Governing Body;
  - ◇ ensure a first aid needs assessment has been completed which sets out the appropriate level of first aid provision, and consideration given to emergency procedures;
  - ◇ periodically, or when necessary, undertake reviews of H&S policies, procedures and associated documentation;
  - ◇ ensure a teacher is designated with responsibility for child protection and safeguarding.

## 2.5 Teaching and Support Staff Holding Positions of Special Responsibility

These staff:

- ◇ have a general responsibility for the application of the LA's and the school's safety policies in relation to their own department/areas of work and are directly responsible to the Head or other designated members of staff for the application of existing safety measures and procedures within the department/area of work, and 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 reduction of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ◇ shall make every effort to resolve any H&S concerns that members of staff may refer to them and bring to the attention of the Head or nominated person, any of these concerns 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 for and, where necessary, submit a report to the Head, Deputy Head or Head of Department, as appropriate;
- ◇ shall ensure, as far as is practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid or reduce hazards and contribute positively to their own safety and health at work;
- ◇ shall, where appropriate, seek H&S advice and guidance from the relevant Advisor or Officer within the LA;
- ◇ shall report to the Head or School Business Manager, where appropriate, requirements for safety equipment and/or additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

## 2.6 The Class Teacher

- Class teachers carry responsibility for the safety of pupils when in their charge.
- If, for any reason, e.g., the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers they cannot accept this responsibility, this should be discussed with the Head as appropriate, before allowing any practical work to take place.
- Class teachers are expected to:
  - ◇ exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb alert and who the designated first aiders are, and to carry them out;
  - ◇ know the special safety measures to be adopted in their own teaching areas and ensure that they are applied;
  - ◇ give clear instruction and warning as often as necessary and follow safe working procedures;
  - ◇ ensure that no class of primary age children are left unsupervised for any reason except in an emergency and, even then, a colleague, the Head or Deputy Head is made aware of the situation;
  - ◇ ensure a particularly high level of supervision is exercised when children are assisting in the movement of equipment.

## 2.7 Other Specific Staff

- In addition to the overall responsibility of the Head, the following have delegated day to day H&S responsibilities in the areas shown:

	<b>Area</b>
All teachers	Own classroom/area
Cook	Kitchen and Servery
Caretakers	Boiler House
Midday Supervisor	Playground activities at lunchtime
Teaching Assistants	As appropriate/instructed
Child Support Assistant	As appropriate/instructed

## 2.8 Consultation with Trade Union Representatives

- The H&S matters of the school extends to all staff and other relevant persons. Each Union with members employed at the school is invited to nominate a representative whose role is to meet with the Head on matters of H&S.
- At such meetings, the Head should explain the school's management of H&S as it affects the working conditions of the staff, with the particular aim of gaining acceptance of practices designed to improve the H&S of the working environment. These meetings also enable opportunities for the views of individual staff to be communicated to senior management and which may result in the review of H&S procedures. At such meetings, information issued by the Unions with regard to H&S can be communicated to the Head for discussion.

## 2.9 Supervision of Pupils

- The mid-session breaks are legally deemed part of the working day. The procedure and rota of supervision will be designated on the staff notice boards, as will absence cover.
- No children should be allowed to practice activities in high-risk teaching areas unless personally supervised by a teacher qualified in that subject. Duty teachers are not expected to cover such activities.
- Parents will be requested to ensure that children arrive at school as near to the designated start time as possible. Pupils who arrive early or leave late may contact any member of staff in an emergency.
- The school has a laid down programme for the supervision of children arriving and leaving by bus or coach.
- No child must be allowed out of school during school hours unless there is a request from the parent or guardian. The Head/Deputy, as appropriate, must be notified and any letter making such a request should be kept until the pupil's return.
- In all but exceptional circumstances, agreed by the Head and the parent or guardian, children of primary age leaving during school hours must be collected. The adult must complete the signing out book in the office and must be over 16 years of age.
- Parents and guardians are asked to ensure children do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff, they will be confiscated, and the parent or guardian asked to come into school to collect them.

## 2.10 The Pupil

Pupils are expected to:

- ◇ exercise personal responsibility appropriate to their age and understanding, for the safety of themselves and others;
- ◇ observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, dress and other items considered dangerous);
- ◇ observe all the safety rules of the school and, in particular, the instructions of teaching staff given in an emergency;
- ◇ use and not wilfully misuse, neglect or interfere with things provided for their safety.

**NB** All pupils and parents/guardians should be made aware of the contents of this section.

#### 2.11 Visitors

- Regular visitors and other users of the premises (e.g., volunteers/delivery people from specific companies) are required to observe the safety rules of the school. In particular, parents and guardians helping out in school should be made aware of the H&S arrangements applicable to them by the teacher to whom they are assigned.
- All visitors are required to report to and sign in at the school office and be issued with a 'Visitor' badge. Similarly, they are required to sign out upon leaving the premises.

#### 2.12 Contractors

- Anyone arriving at the school for the purposes of carrying out work, other than an employee or volunteer, will be regarded as a 'contractor'. Heads should ensure that all contractors are registered as entering the premises and that, dependent upon the nature of the work concerned, they;
  - (i) Have relevant risk assessments and safe systems of work and are able to provide copies where requested – ideally these documents should be sent prior to work commencing via the LA and/or contractor.
  - (ii) Can provide evidence of their public and employer's liability insurance.
  - (iii) Are made aware and/or provided with an induction/emergency of the school's fire evacuation procedures.

### **PART III**

#### **3. SCHOOL HEALTH AND SAFETY PROCEDURES** (NB: all NLC/Corporate H&S Procedures can be found via [TOPdesk](#) on the Safety Solutions page)

##### 3.1 Accident Reporting Procedures and First Aid

- All work-related accidents, incidents and near misses must be reported on the online corporate accident reporting system via TOPdesk.
- First aid kits should be placed in appropriate locations and should have their contents regularly checked by a first-aider or an appointed person. A list of suggested contents



can be obtained from the HSE website and is included in the NLC BPS 4.4.9 First Aid at Work Procedure.

First aid boxes are to be found at the following locations (see below);

<b>Location of first-aid box(es)</b>	<b>Person(s) responsible</b>
<b>Individual classrooms</b>	<b>Class TA</b>
<b>Disabled Toilet</b>	<b>Pastoral Officer</b>
<b>Trip first aid kits – admin area</b>	<b>Trip Lead</b>

Ideally a list should be maintained of current first-aiders in the school (see below);

First name	Surname	First aid course	renewal date
			14/11/20
Dianne	Appleton		25
			18/10/20
Lucie	Briggs		24
		Paediatr	29/06/20
Lisa	Britcliffe	ic	23
			14/07/20
Donna	Elvin		23
		Paediatr	10/11/20
Donna	Elvin	ic	25
			18/10/20
Gillian	Fields		24
Summe			18/10/20
r	Frear		24
			13/07/20
Sarah	Freeear		23
Charee			14/11/20
ce	Green		25
	Greenwo		28/11/20
Amy	od	Level 3	25
			22/06/20
Jade	Harsley		25
			18/10/20
Kelly	Hart		24
Daniell			01/07/20
e	Hilton		23
			16/05/20
Victoria	Hutchinson		24

			22/06/20
Lucy	Meale		25
			16/12/20
Julie	Mitchell	Level 3	23
			03/03/20
Sophie	Mumby		25
		Paediatr	13/11/20
Emma	Riggall	ic	25
			18/10/20
Alyson	Rocks		24
Chantel			21/10/20
I	Storey		22
Chantel		Paediatr	26/06/20
I	Storey	ic	23
		Paediatr	14/10/20
Holly	Tomlin	ic	25
	Watkinso	Paediatr	12/07/20
Emma	n	ic	24
			27/06/20
Vikki	Wilson		23
		Paediatr	21/12/20
Russ	Wood	ic	25

### 3.2 Reportable Accidents and Incidents

- Certain serious work-related accidents, occupational diseases and specified dangerous occurrences (near misses) are reportable to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. Detailed accident and incident reporting procedures can be found in the NLC BPS 4.5.1 Accident and Incident, and Investigation Procedure.
- Over 7 Day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not counting the day of the accident) – an online report must be submitted to Safety Solutions via TOPdesk as soon as practicable or within 10 days to ensure a report can be submitted to the HSE within the specified timescale of 15 days.
- Reportable ‘specified injuries’ – where an employee sustains a specified injury – an online report must be submitted to Safety Solutions via TOPdesk within 24 hours or as soon as practicable, to ensure a report can be submitted to the HSE within the specified timescale of 10 days.
- Work-related accidents to pupils and non-employees – where an injury arose out of or in connection with a work activity **and** the injured party is taken directly from the scene to hospital for treatment – an online report must be submitted to Safety Solutions via TOPdesk within 24 hours or as soon as practicable, to ensure a report can be submitted to the HSE within the specified timescale of 10 days.

### 3.2 Violence and Challenging Behaviour (VCB)

- Arrangements for addressing issues of violence and challenging behaviour will be in accordance with the school’s policies on such matters and the NLC BPS 4.3.12 Violence at Work Procedure. Guidance and information can also be found in the NLC BPS 4.5.1 Accident and Incident, and Investigation Procedure.

- All situations where members of staff are at potential risk of exposure to VCB should be the subject of a properly conducted risk assessment and appropriate control measures.
- Incidents of VCB (including verbal abuse and/or threats) should be reported in line with the standard reporting process to Safety Solutions via TOPdesk within 24 hours or as soon as practicable. Some VCB incidents may be reportable to the HSE under RIDDOR.

### 3.3 Fire Safety

- Suitable housekeeping arrangements should be in place to remove and reduce potential fire hazards, including regular monitoring of areas to prevent the accumulation of (combustible) waste and to ensure fire escape routes/exits are maintained and accessible. Detailed fire safety information can be found in the NLC BPS 4.4.7 Fire Management Procedure.

Responsibility for management of fire safety:	Head
Escape routes:	All doors to be unlocked when the school is in use
Fire doors:	Must never be fastened/wedged open, or obstructed by desks etc. which inhibit exit
Fire extinguishers to be serviced by:	Competent contractor
Fire alarms:	The period of drills will be one every term for all zones
Fire alarm: Break Glass	Where fitted

### **The Responsible Person for Fire Safety is The Headteacher**

The Responsible Person should ensure that;

- an assessment of the fire risks in the school has been completed and is regularly reviewed;
- where possible, volunteer Fire Wardens are appointed to take charge in the event of a fire emergency or other emergency evacuation (if sufficient volunteers cannot be found, then the responsibility for taking charge in the event of an emergency falls to teaching staff);
- an acceptable level of fire detection and fire fighting equipment is provided and maintained;
- all fire exits and escape routes are kept clear and are appropriately signed and lit;
- regular checks are carried out on alarms, detectors and sprinklers as appropriate, and a record kept;
- a minimum of one fire evacuation drill is carried out every term.

### 3.4 COSHH - Control of Substances Hazardous to Health Regulations 2002

- Under COSHH, the employer has a duty to prevent or control exposure of employees and non-employees to substances potentially hazardous to health. Staff have a duty to prevent or control exposure to harm caused by any substances for which they have responsibilities for including printing products, paints, dusts, fumes and biological agents

such as infectious diseases from animals or exposure to fleas/ticks etc. Detailed information can be found in the NLC BPS 4.3.2 COSHH Procedure.

- No new substances may be brought into school without the completion of a full COSHH risk assessment and approval by the Head. COSHH assessments should be reviewed periodically, and consideration should be given to any new substances which pose less of a risk to health. Information should be circulated to all relevant staff.
- All hazardous materials will be purchased through recognised suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. A copy of the data sheet must be passed to the Head/Deputy Head for filing with the main the COSHH assessment records. It is the responsibility of the purchaser to obtain any data sheet and should be requested as part of any order.

### 3.5 Manual Handling Operations

- Manual handling assessments for handling and/or transportation should be undertaken by the appropriate Head/Deputy and retained and reviewed when necessary. More detailed assessments should be completed for any tasks which may put someone at higher risk; more information can be found in the NLC BPS 4.3.3 Manual Handling Procedure.

### 3.6 Personal Protective Equipment (PPE)

- The provision of PPE will be determined by the appropriate Head of Department and agreed with the Head/Deputy Head. The requirement for PPE will be determined by assessing the tasks to be completed and level of protection required after implementing control measures based on risk assessment and safe working procedures. Detailed information can be found in the NLC BPS 4.3.11 PPE Procedure.

### 3.7 Provision and Use of Work Equipment

- Wherever possible, any equipment provided for use at work will be purchased and hold an appropriate CE mark or relevant British Standard, in line with LA policy.
- Any equipment provided for use in the school will comply with the requirements of relevant legislation including the maintaining of its safety, provision of a suitable type and level of training for staff using it and servicing/testing regimes.
- Work equipment used for maintenance and caretaking purposes may be subject to the requirements of noise/vibration legislation. Detailed information can be found in the NLC BPS 4.3.16 Control of Noise at Work Procedure and BPS 4.3.9 Control of Vibration at Work Procedure.
- Electrical equipment must comply with the standards set out in the NLC BPS 4.3.10 Electricity at Work Procedure.

### 3.8 Display Screen Equipment (DSE)

- Staff who regularly spend an hour or longer using DSE will generally be classed as 'DSE users' and should be provided with a suitable workstation and equipment. They should not be expected to work from equipment such as laptops for prolonged periods, unless suitably modified. DSE assessments should be completed by all 'users' via this link on [TOPdesk](#). Detailed information can be found in the NLC BPS 4.3.4 DSE Procedure.

- 'DSE users' (employees) are entitled to free eyesight testing and contributory costs towards lenses/spectacles, where identified as required for the purposes of DSE use. Arrangements for reimbursement of costs incurred will be agreed with the school.

### 3.9 Educational Visits

- No teacher/member of staff should take children off school premises without specific insurance cover as governed by LA requirements and agreement with the Head. Arrangements must comply with the requirements of the LA Educational Visits Policy.
- Site-specific risk assessments must be completed prior to visits to identify all known and/or potential hazards and to identify the appropriate control measures required. Risk assessments must be written down and reviewed when necessary.

### 3.10 Sports Activities

- Sports activities and the supervision of such activities should be undertaken in accordance with the guidelines laid down by the relevant body for each activity.
- Maintenance of physical education equipment should be undertaken on an annual basis by an approved contractor along with regular in-house visual checks prior to use. Any equipment with damage or defects should be taken out of use immediately.

### 3.11 Infectious Diseases

- The school's infection control policy and hygiene guidelines will be adhered to and are available on request from the Head. Information and national guidance on infection control can be found via [Public Health Agency](#).

### 3.12 LA Safety Advisors

- Safety Solutions Advisors and other officers designated by NLC shall have the authority to stop any activity on the premises if, in their opinion, it presents an imminent danger. Where practicable, this must only be after consultation with the Head.
- Where an Improvement or Prohibition Notice is served by an enforcement officer (e.g., HSE), the Head should immediately advise Safety Solutions. If a Prohibition Notice is issued with immediate effect, the activities specified should cease immediately.

### 3.13 Working Alone/Home Visits

- Staff working alone should have risk assessments in place outlining the control measures to reduce risks to their personal safety. The school will have lone working procedures in place which staff should aim to comply with at all times as part of their responsibilities for their own H&S. Detailed information can be found in the NLC BPS 4.3.1.10 Lone Working and Personal Safety Procedure.
- Staff required to work alone or undertake home visits will receive appropriate training in, for example, dealing with VCB and conflict management, personal safety and incident reporting. The school should consider registering lone workers with the council's Lone Worker Scheme and/or ensure appropriate controls are in place for ensuring the safety of staff.

- Where staff are lone working within the school such as during school holidays or because of caretaking duties, appropriate control measures should be in place to ensure safety and welfare and are familiar with emergency evacuation procedures.

### 3.14 Building Maintenance and Servicing

It is the Head's responsibility to ensure the school is maintained to a safe standard at all times. Servicing and maintenance must be kept up to date to meet current legislation and best practice guidance. All relevant information can be found in the [School Building Handbook](#).

## **PART IV**

### **4. CONCLUSION**

- 4.1 The whole school and its staff are committed to make these arrangements work and will ensure, that working conditions are safe and without risks to H&S, as far as reasonably practicable.
- 4.2 This document is not a finite statement of policy. It will require regular consideration and review where necessary. It cannot include all items necessary to achieve safe working conditions and due consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will, help the achievement of a safe and healthy place to work.
- 4.3 This Health and Safety Policy Document has been subject to an annual review and approved by the School Governing Body on:

Date: January 2025  
Review Date: January 2026

Signed *J Cranidge* Head

Signed: *M Galey* Chair of Governors