



Health and Safety Policy

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Document history

- Issue 1: This is a new policy written in February 2009.
- Issue 2: This is a completely re-written policy using the School Bus template – October 2016
- Issue 3: No changes to Issue 2
- Issue 4: Minor changes to Issue 3

1 Statement of intent

At Hollingworth Primary School we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance to us and this policy reflects our dedication to creating a safe school.

We are committed to:

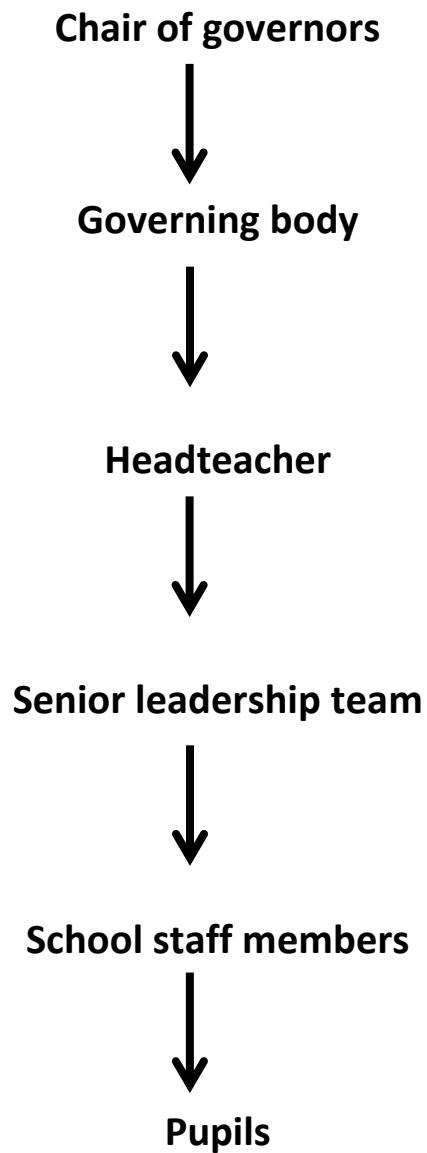
- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.

Signed by:

_____ Headteacher Date: _____

_____ Chair of Governors Date: _____

2 Hollingworth Primary School health and safety structure



3 Duties of the Governing Body

The governing body, in consultation with the Headteacher will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

The governing body endeavours to provide the following:

- A safe place for all users of the site including staff, pupils and visitors
- Safe means of entry and exit for all site users
- Equipment, grounds and systems of work which are safe
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and health working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.

4 Duties of the Headteacher

- The Headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- The Headteacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by all members of staff.
- The Headteacher will designate a Health and Safety Officer to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the LA and the Health and Safety Executive (HSE) where necessary.

5 Duties of Senior Management Team

- Senior Management Team will be familiar with the requirements of health and safety legislation.
- In addition to general duties, Senior Management Team will be responsible for the implementation and operation of the school's Health and Safety Policy throughout school.

- Responsibility for aspects of health and safety are written into the job descriptions of some Senior Management Team.
- Senior Management Team will have a keen interest in the school's Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

6 Duties of all members of staff

- All staff will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Staff will avoid any conduct which puts themselves or others at risk.
- Staff will be familiar with all requirements laid down by the governing body.
- Staff members have a duty to ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Staff will ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- All staff members will ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- All staff will report any defects in equipment or facilities by entering the details on the Health and Safety spreadsheet (found on the staff share) which will be regularly monitored by the Site Manager for action.
- All staff will take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Staff will make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Staff will exercise good standards of housekeeping and cleanliness.

7 Obligations of contractors

- When the school is used for purposes not under the direction of the Headteacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.

- Contractors working on the school premises are required to identify and control risks arising from their activities.
- Contractors will inform the Headteacher of all potential risks to staff, pupils and visitors.

8 Pupils

- Pupils will exercise personal responsibility for the health and safety of themselves and others.
- Pupils will dress in a manner that is consistent with safety and hygiene standards.
- Pupils will respond to the instruction of staff given in an emergency.
- Pupils will observe the health and safety rules of the school.
- Pupils will not misuse, neglect or interfere with items supplied for their and other pupils' health and safety.

9 First aid

- The school will ensure ample provision is made for both trained personnel and first aid equipment on-site.
- The following staff members are trained first aiders:

Mrs. Liz Diggle	Office
Mrs. Kathryn Walker	Office
Mrs. A. Shanahan	Early Years
Mrs. R. Goodwin	Early Years
- First aid boxes are located as follows:

The school office	Mrs. Diggle and Mrs. Walker
Corridor	the dinner ladies
Early Years	Mrs. Goodwin and Mrs. Shanahan
- A Lifepak defibrillator is located in the school office. Most staff have had basic training on its use but the unit is easily operated by anyone (even without training) as step-by-step spoken instructions are given when the defibrillator is operated.

10 Contacting the emergency services

- Following an accident/injury, the first-aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim.

- If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

11 Fire safety

- Procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- The school will test evacuation procedures each term.
- The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- Firefighting equipment will be checked on an annual basis by an approved contractor.
- Fire alarms will be tested weekly from different 'break glass' fire points around the school and records will be maintained and held in the Site Manager's office.

12 Accident reporting

- All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible to the nominated health and safety officer using the standard Accident Report Form.
- The Health and Safety Officer will be responsible for informing the Headteacher if the accident is fatal or a "major injury" as outlined by the HSE

13 Reporting procedure

- Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Health and Safety Officer or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- The person will complete the reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) form 2508 online here: <https://extranet.hse.gov.uk/> or,
- The person will complete the RIDDOR form 2508 and send off to the ICC within 10 days by post or fax to:
ICC
Caerphilly Business Park
Caerphilly

- Alternatively, the person will complete the RIDDOR form 2508 and report the incident via telephone on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

14 Notification to the Health and Safety Executive

Significant accidents as defined in the RIDDOR Regulations 2013 must be reported to the HSE as soon as possible by email or telephone. Such accidents are as follows:

- Accidents to employees causing either death or major injury.
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. This seven day period does not include the day of the accident.
- Fractures, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot and toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which covers more than 10 per cent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- Any degree of scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over five metres in height.
- When a dangerous substance being conveyed by road is involved in a fire or released.
- Unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building: 200kg or more of flammable liquid; 10kg or more of flammable liquid above its boiling point; 10kg or more of flammable gas; or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents
- Poisonings
- Skin diseases including but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

15 Reporting hazards

- Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- In the main, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the Headteacher as appropriate.
- Serious hazards will be reported using the appropriate form available in the school office.

16 Accident investigation

- All accidents, however small, will be investigated by an appointed party and the outcomes recorded.
- The length of time dedicated to each investigation will vary on the seriousness of the accident.
- After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- The health and safety officer will undertake regular evaluations of all reported incidents, both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

17 Our active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Regularly examining documents to ensure compliance to standards.
- Regularly inspecting premises, plants and equipment.
- Annual audits including fire risk assessments and health and safety audits.
- Regular reports and updates to the Headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

18 Crisis incidents: Bomb threat procedure

Upon receipt of a bomb threat or a suspicious package, staff members ask the following questions regardless of the call's source (including if the call is from the police):

- Where is it?

- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

Staff should note the time of the call and write down exactly what was said by the person calling. This may be useful for the police. The staff member receiving the call should then contact the Headteacher who will then alert the police and the LA.

The Headteacher will decide whether or not to evacuate the building.

19 Evacuation

If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation, NOT by the use of radios or mobile phones. The evacuation will then take place as per fire drill, except staff will be instructed to:
 - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned, this room should be sealed with all windows and doors closed).
 - Take all personal items with them to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

20 Visitors to the school

- All visitors must sign in to reception.
- Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- No contractor will execute work on the school site without the express permission of the Headteacher, other than in an emergency or to make the site safe following theft or vandalism.
- Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- Anyone hiring the school premises will be plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of

their health and safety obligations when making the booking.

- Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's log.
- Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- With regards to uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.

21 Personal protective equipment (PPE)

- Hollingworth Primary School provides employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- PPE means all equipment worn, or held by, staff or pupils which is designed to protect them from specified hazards.
- All staff and pupils must be provided with protective eyewear in all workshops and laboratories. Visitors must also be supplied with PPE when appropriate.
- Staff and pupils must use the PPE provided and care for it according to the instructions and training given. They must also report any loss or defects to their superior.
- The PPE must fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- PPE must not be worn if a hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- PPE includes: laboratory and workshop equipment such as tool box tools, protective clothing, safety footwear and face masks; PE equipment; ICT equipment; photocopiers and other office equipment; lifting equipment; and respiratory protective equipment (RPE).
- Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute PPE, e.g. school uniform.
- Thorough risk assessments are carried out to determine the suitable PPE to be used for each hazard and these are regularly reviewed.

- Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE and how to detect and report faults.
- Equipment manuals are readily available and warning signs are clearly displayed in areas and on equipment, where PPE is mandatory.

22 Maintaining equipment

- When not in use, PPE will be properly stored, kept clean and in good repair. Inspectors or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:
 - All electrical appliances
 - All fixed gymnasium equipment
 - Any workshop equipment, e.g. lathes and kilns
 - All fume cupboards
- It is the responsibility of the department leader to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.
- A safety technician should be consulted as necessary.

23 Hazardous materials

- All equipment, materials and chemicals must be held in appropriate containers and areas conforming to health and safety regulations.
- Hazardous substances must be labelled with the correct hazard sign and contents label.
- Storage life must be considered by the site manager. All control of substances hazardous to health (COSHH) and ionising radiations regulations must be adhered to.
- The site manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
- No hazardous substances will be used without the permission of the Headteacher.
- Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- Dust and fumes must be safely controlled by local exhaust ventilation (LEV) regulations.

- No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- As a minimum, all control measures should ensure that exposure to harmful materials is below the Workplace Exposure Limit, where a substance has one.
- Control measures will be checked and reviewed on a regular basis to ensure continued effectiveness, even when they are known to be reliable.

24 Medicines and drugs

The school Administering Medication Policy will be understood by all staff.

25 Smoking

The school is a non-smoking premises and no smoking will be permitted on the grounds.

26 Housekeeping and cleanliness

- Cleaners will be monitored by the site manager.
- Special consideration will be given to hygiene areas.
- Waste collection services will be monitored by the site manager.
- Special consideration will be given to the disposal of laboratory materials and clinical waste.

27 Injection control

- Hollingworth Primary School actively prevents the spread of infection through the following measures:
 - Routine immunisation
 - Maintaining high standards of personal hygiene and practice
 - Maintaining a clean environment
- Hollingworth Primary School employs good hygiene practice in the following ways:
 - Displaying posters throughout the school encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals and following any other actions that increase the risk of the spread of infection, such as coughing and sneezing.
 - Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school.
 - Employing cleaners to carry out thorough and frequent cleaning that follows the national guidance.

- Providing personal protective equipment (PPE) where necessary.
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant and always wearing PPE. Mops should not be used to clean up body fluid spillages, instead paper towels should be used and discarded properly following the procedures for clinical waste.
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately.
- Hygienically bagging any pupil's soiled clothing to go home and never rinsing it by hand.
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor.
- Providing a secure sharps bin, out of reach of children, for the disposal of sharps.
- Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea etc., will be sent home and recommended to see a doctor.
- All staff are subject to a full occupational health check before starting employment at Hollingworth Primary.
- Hollingworth Primary School keeps up-to-date with national and local immunisation scheduling and advice.
- Hollingworth Primary encourages parents to have their children immunised.
- All cuts and abrasions should be covered with waterproof dressings.

28 Risk assessment

- The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.
- Regular assessments of high risk areas, such as laboratories, will take place.
- Annual risk assessments will be conducted for all other areas of the school.
- Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- The governing body will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.
- A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

29 Security and theft

- Closed circuit television (CCTV) systems will be used to monitor events and identify incidents taking place.
- CCTV systems may be used as evidence when investigating reports of incidents.
- Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
- Money should be counted in an appropriate location and staff should not be placed at risk of robbery.
- Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- Missing or believed stolen equipment must be reported immediately to a senior staff member.

30 Severe weather

The Headteacher, in liaison with the governing body, makes a decision on school closure on the grounds of health and safety. If a closure takes place the governing body must be informed.

31 Workplace health and safety: stress management

Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

32 Workplace health and safety: display equipment






Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktop computers.

33 Appendix 1

See below

Appendix 1

COSHH risk assessment			
Department:		Job role:	
Product name:		Supplied by:	
What are the hazardous substances in the product? List below.		Do any have a Workplace Exposure Limit? If yes, state below.	
Is the product/substance:			
<input type="checkbox"/> Very toxic?	<input type="checkbox"/> Corrosive?	<input type="checkbox"/> Flammable?	<input type="checkbox"/> Other? Specify below.
<input type="checkbox"/> Toxic?	<input type="checkbox"/> Irritant?	<input type="checkbox"/> Oxidising?	
<input type="checkbox"/> Harmful?	<input type="checkbox"/> Sensitising?		
Is the substance hazardous to health when:			
<input type="checkbox"/> In contact with skin?	<input type="checkbox"/> Breathed in?	<input type="checkbox"/> Other? Specify below.	
<input type="checkbox"/> In contact with eyes?	<input type="checkbox"/> Swallowed?		
Can the existing process be eliminated, or the product replaced with a less hazardous alternative?			<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, detail the actions to be taken or the name of the alternative product, and when the replacement will take place in the 'Remedial Actions' section. If no, provide any explanation in 'Remedial Actions'.			
Use of substance			
What is the substance used for? For example, cleaning surfaces, protective coating.			
How much is used every week and in what form? State in millilitres, litres, grams or kilograms; liquid, powder or granules.			
Who is exposed to the substance? For example, those using it, pupils, service users.			
What is the level, type and duration of exposure? For example, how long is the substance used for? How long are users exposed to the substance in spray form rather than liquid?			

Does the product/substance present additional risks to certain groups? For example, young people, expectant mothers etc.			
Control measures			
How should the substance be used? For example, diluted in water, applied with a brush, sprayed.			
What controls are required, other than personal protective equipment (PPE)? For example, only use in well-ventilated areas, not in spray/mist form, authorised persons only, only with local exhaust ventilation.			
Is any PPE required when using the substance?			
	<input type="checkbox"/> Eye protection? State type.		<input type="checkbox"/> Gloves? State type.
	<input type="checkbox"/> Overalls/clothing? State type.		<input type="checkbox"/> Mask/respirator? State type.
	<input type="checkbox"/> Other? State type.		
Is health surveillance required for those using the substance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide details.	
Is exposure monitoring required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide details.	
Other precautions and emergency procedures			
Please note. Details of procedures for spillages, first aid, fire precautions, disposal should be detailed on the separate 'COSHH Risk Assessment User Information Sheet'.			
Overall assessment of risk			
With the all the control measures in place, use and exposure to this product is considered to be: If still 'high risk' even with controls in place, reconsider elimination or substitution.			<input type="checkbox"/> High risk <input type="checkbox"/> Medium risk <input type="checkbox"/> Low risk
Remedial actions or additional control measures required			Date for completion