

Fulwell Infant School Academy

Health and Safety Policy



Member of staff responsible

Mrs Wendy Angus

This policy is a supplement to, and not a substitution of the City of Sunderland's Corporate Health and Safety Policy and the Health and Safety Policy of Children's Services (Sunderland LA).

The purpose of this policy is to indicate the organisation and management arrangements for applying these policies at a local level within Fulwell Infant School Academy.

The Policy will be updated by the inclusion of all relevant information received from the respective Health and Safety Sections of the City of Sunderland as either new sections or amendments to existing sections.

This Policy will be reviewed by the Headteacher and the Governing Body at their first meeting following the start of the new academic year.

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PART 1

GENERAL STATEMENT

As an Academy, the Governing Body chose to maintain H&S SLA and support from City of Sunderland.

1. The Governing Body and Headteacher recognises and accepts their respective responsibilities under Sections 4 & 7 of the Health & Safety at Work
2. The Headteacher and Governing Body and all staff will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
 - (a) Plant, equipment and systems of work, that are safe;
 - (b) Safe arrangements for the use, handling, storage and transport of articles and substances;
 - (c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
 - (d) A safe place of work with safe access and egress from it;
 - (e) A healthy working environment and adequate welfare facilities.
3. Although it is the duty of the Governing Body and Headteacher to ensure the health, safety and welfare of all persons, nevertheless all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & Safety Policy, at all times.
4. The Children's Services Health & Safety Co-ordinator provides competent technical advice on health & safety matters where necessary to assist such employees in their task.
5. No safety policy is likely to be successful unless it actively involves workpeople themselves. Where consultative forums are already established in the Academy, the constitutions of the relevant committees will be extended so as to include health and safety at work specifically within their terms of reference and enable representation, if required, from the Nursery and childcare. These terms of reference will be recorded and reviewed on an annual basis.

Staff will co-operate fully in the appointment of representatives by recognised trade unions and, where necessary, will provide them with sufficient facilities and training to carry out this task. Where health and safety is a more significant feature in the operation of a particular department, the Headteacher will establish departmental safety committees, as appropriate.

Signed (Headteacher) *Wendy Angus*

Date: November 2022

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PART 2

ORGANISATION & MANAGEMENT ARRANGEMENTS

- | | |
|-----------|------------------------------------|
| Section 1 | The Trustees / Governing Body |
| Section 2 | The Headteacher/Deputy Headteacher |
| Section 3 | All Employees |
| Section 4 | Safety Representatives |
| Section 5 | Legal Framework |
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(SECTION 1) THE TRUSTEES/GOVERNING BODY

Will:

- Make themselves aware of Children's Services Health & Safety Policy and ensure that copies are maintained and accessible in school.
- Ensure that there is an effective policy for health and safety within school (School Health & Safety Policy) and that a copy has been issued to all members of staff.
- At least annually, or when necessary, monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from relevant bodies where necessary.
- Ensure that the Headteacher and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by;

Developing generic risk assessments.

Taking account of reports from monitoring provided through SLAs

Reviewing the application of this policy from time to time and at least annually

- Ensure that health and safety functions of all staff are clearly described within job descriptions.
- Support the Headteacher by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by; involving staff with risk assessment, investigating accidents, communicating via staff meetings, notice boards, circulation of minutes, liaison with union reps, safety inspections and appropriate training.
- Advise the LA of and obtain advice on the control of any significant health and safety risks which exist.
- Ensure all liability is covered by adequate insurance.

(SECTION 2) THE HEADTEACHER / DEPUTY HEADTEACHER / PREMISES MANAGER

Will

- Within their level of responsibility and with the resources available to them, have responsibility for discharging duties in relation to the management of health and safety in School on a day to day basis.
- Ensure that a written copy of the School's Health & Safety Policy is prepared for approval by the Governing Body and issued to each member of staff in the School.
- Have day to day responsibility on behalf of the Governing Body to ensure that this Policy is understood, implemented and complied with at all times and at all levels.
- Take a direct interest in the Policy and support the Governing Body with any monitoring and review.

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- Arrange for any safety induction or subsequent training found to be necessary.
- Co-operate fully in the training of Safety Representatives and arrange consultation procedures as appropriate.
- Familiarise themselves with Part 3 of Children's Services Health & Safety Policy and ensure that where relevant, the arrangements for the management of areas of health and safety in school are formalised in Part 3 of the School's Policy, i.e.

Risk Assessment, Accident Reporting, First Aid, Fire/Evacuation, Control of Contractors, Management of Asbestos etc. etc.

- Ensure, where reasonably practicable that only safe working practices are used, in order to provide maximum safety for all personnel under their charge.
- Liaise with the Safety Representative on the Governing Body, concerning health and safety matters and welfare at work and advise the Headteacher accordingly.
- Maintain good house-keeping standards in their school at all times.

(SECTION 3) ALL EMPLOYEES

Will:

- Ensure, where reasonably practicable that only safe working practices are used by them and persons who are under their charge.
- Ensure that any health and safety problem which cannot be resolved by them is raised quickly with the Headteacher.
- Make themselves familiar with the Safety Policy (including risk assessments) of the School and that of their respective department including any safety rules and codes of practice that have been established.
- At all times, make full use of appropriate safety equipment and protective clothing and make full use of appropriate safety devices where appropriate.
- Report any accidents, unsafe working practices or systems of work which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment to the Headteacher.
- Take reasonable care of the safety of himself/herself and of other persons who may be affected by his/her omissions at work.
- Co-operate with the Academy's management so as to enable it to carry out its own responsibilities.

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- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare by the Academy.

(SECTION 4) SAFETY REPRESENTATIVES

Where trade union representatives request to appoint a member of staff as a Union Safety Representative, the Academy will afford them this facility in accordance with the Safety Committees & Safety Representatives Regulations 1977. Non union representatives are entitled to be represented under the Health & Safety (Consultation with Employees) Regulations 1996.

The Headteacher will:

- Ensure that the management and employees of the Academy co-operate effectively in promoting and developing measures for health, safety and welfare at work, in consultation with appointed representatives and afford them sufficient paid leave of absence for the purpose of fulfilling their duties.
- Identify Union Safety Representatives on the HSE Health & Safety Law Poster, displayed in the Staffroom and below.

Appointed Union Safety Representatives

Mrs S Bell

(SECTION 5) LEGAL FRAMEWORK

- As an Academy the Governing Body ultimately has responsibility for the health and safety of pupils and staff. Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE). As the employer it also has a duty under the Management of Health and Safety at Work Regulations 1999 to make a suitable and sufficient assessment of the risks to the health and safety of our employees and others not in our employment.
- As the Academy buy into a Health and Safety Service Level Agreement with the LA they will monitor standards of health and safety in the Academy, in particular ensuring adequate risk assessments are developed in accordance with generic guidance. The LA also remains responsible for reporting accidents and ill health resulting from the work activity in the Academy.-
- They must also co-operate with the LA's monitoring procedures and report any matters that may jeopardise the ability to comply with health and safety legislation.
- Section 7 of the Act 1974 places a duty on all employees of the Academy to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons.

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- You are also required to co-operate as far as is necessary so that the Governing Body can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction, at a Magistrates Court of a fine up to £20,000 for each breach of Sections 2-6 of the HASAWA (up to £5,000 for breaches of Regulations).

HM Inspectors of Health & Safety

- Inspectors may enter school premises at any time, without notice, but in practice they would usually notify Childrens Service's Health & Safety Co-ordinator of a proposed visit to a school.
- Section 21 of the Act empowers a duly appointed Inspector under the Act to serve any person an Improvement Notice stating that he/she is contravening the Act of one or more of the statutory provisions and requiring the person to remedy the contravention within a specific time limit.
- Section 22 of the Act empowers an Inspector to issue a Prohibition Notice upon any person in control of activities which constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced.
- The Headteacher will advise Childrens Service's Health & Safety Co-ordinator immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Headteacher, who will immediately, inform the Director of Children's Services and the Chair of the Governing Body.

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PART 3

PROCEDURAL ARRANGEMENTS

Subject

- 3.1 The Management of Health & Safety in Fulwell Infant School Academy
- 3.2 All Risk Assessment(s)
- 3.3 Workplace Requirements
- 3.4 Control & Management of Contractors & Reporting Repairs
- 3.5 Management of Asbestos
- 3.6 Violence and Aggression: Reporting Procedures
- 3.7 Accident Reporting
- 3.8 First Aid Arrangements
- 3.9 Provision & use of Work Equipment
- 3.10 Display Screen Equipment
- 3.11 Personal Protective Equipment
- 3.12 Manual Handling of Inanimate Objects
- 3.13 Moving and Assisting People
- 3.14 Fire: Precautions and Emergency Procedures
- 3.15 Control of Substances Hazardous to Health
- 3.16 Electricity at Work
- 3.17 Prevention & Control of Legionellosis
- 3.18 Boiler and Electrical Room Safety and Maintenance of Heating Plant
- 3.19 Playground Safety
- 3.20 Vehicle Movement on School Premises - before school hours/those authorised
- 3.21 Visits to Farms
- 3.22 School Transport/Trips
- 3.23 Arrangements for new staff

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PART 3

3.1 Management of Health & Safety at Fulwell Infant School Academy

The Headteacher and staff recognise that like any work activity health and safety has to be managed proactively in the Academy. The ultimate aim is to reduce the incidence of work related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

The moral and legal duties, failure to do so, results in civil claims costs for accidents and ill health against the School.

All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Health and Safety is a standard item on regular staff meetings and this contributes to open discussion about issues in the Academy. Liaison is achieved with the Governors by making minutes of meetings available.

3.2 Risk Assessments

The School has developed generic risk assessments so that they are specific to the School. These are held in the staffroom, in a file 'Risk Assessments' and are an Annex to this Health & Safety Policy so that all staff know how to ensure their health and safety and that of others. Any queries should be raised with the Headteacher.

3.3 Workplace Requirements

For guidance on areas such as temperature, space, toilet facilities, lighting etc staff should consult Section 3.4 of Education & Community Service's Health & Safety Policy.

3.4 Control & Management of Contractors & Reporting Repairs

Only contractors who are fully compliant and on the Council's Approved Health & Safety List can be used to carry out maintenance and construction work in school. A copy of the Approved List is in Section 3.5 of Education & Community Service's Health & Safety Policy. If a contractor is employed directly (not through Property Services) the Headteacher is responsible for liaising with the Contractor regarding on site risk assessment. Support is available from the Health & Safety Unit.

Staff are responsible for reporting any outstanding repairs to the Premises Manager. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis.

3.5 Management of Asbestos in School

Mr David Forster is the Site Supervisor and School Asbestos Manager.
Mr Doug Green is the Trustee responsible for Asbestos Management.

A non-intrusive asbestos survey was carried out in school. A copy of the Asbestos Register is held at the School Reception and staff may consult it for further information. There is no material in such a condition that it presents a risk to health and the Premises Manager monitors its condition on a termly basis.

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Staff, must not disturb asbestos containing materials in school and if you have any concerns you should report these to the Headteacher. Any contractor or any person carrying out work in School must consult and work in accordance with the Asbestos Register, before commencing work.

3.6 Violence & Aggression: Reporting Procedures

The Academy has adopted the definition of violence at work; "any incident where a member of staff is abused, threatened or assaulted in circumstances relating to their work". Staff must report these incidents using the Violence at Work report forms held in the School Office. The Headteacher will discuss the incident and any follow up action and support required with the member of staff. An IR1 form must be completed should any such incident occur.

3.7 Accident Reporting

All Accidents/Incidents which need to be recorded and forwarded to the Health and Safety Team must be reported using the following link:

<http://www.sunderland.gov.uk/index.aspx?articleid=11933>

Password = Safety

An internal accident record procedure is completed each time a minor accident to a pupil occurs. If the pupil is taken direct to hospital an IR1 Form needs to be completed and Health & Safety need to be informed.

3.8 First Aid Arrangements

There are 10 named First Aiders:

The Academy's Designated First Aider is Janet Boucher,

Paediatric 1st Aid: Ashley Vipond, Emma Willis, Joanne Pickford, Rachel Goodall, Danielle Johnson
Amanda Laverick, Vicky Thompson,

1st Aid in the Workplace: Jen Hill

Emergency 1st Aid: Laura Meechan

Two staff are qualified to administer prescribed medication to children on completion of a medical care plan, they are Janet Boucher and Anne Gibson.

The Medical Room has two lockable medication cabinets and there is a lockable Medical Fridge located in Class 10.

First Aid consumables are also located in the Nursery kitchen

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The Premises Manager also carries a small emergency 1st Aid kit for lone working purposes.

If children have an accident in School, they should be accompanied to the Medical Room where the First Aid equipment is kept. The only treatment which we are allowed to administer is water, non adherent dressings, non allergenic tape and gauze. Disposable gloves should be worn and all medical waste should be disposed of in the appropriate bags.

Minor accidents should be recorded in the accident file which is kept in the Medical Room. If the accident involves any injury which involves immediate bruising or is an injury to the head, face or trunk the accident sheet should be highlighted and reported to the Office at the end of lunchtime for a text to be sent to the Parent. If the accident is of a more serious nature the Office will be informed and the Parent will be contacted immediately by telephone. In the case of a head injury, even if there is no sign of injury the parent and teacher will be informed.

If a child requires hospital treatment then the person with parental responsibility must be contacted, even if this means disturbing them at work (details in child's portfolio in Office). If a parent cannot be contacted by telephone a text will be sent immediately and if the child requires hospital treatment and the parent can still not be contacted a member of staff will accompany the child and parent will be asked to meet them there.

Notifiable injuries (including any which involve a hospital visit) need to be reported by telephone on the same day to the Corporate Health & Safety Team at the Civic Centre in the first instance and then an online IR1 must be completed- details held in Office.

All accidents to staff and visitors should be logged and accident forms completed using the Authority's online reporting system.

Medicine is only administered by school staff if it is prescribed by a doctor and it is in the original packaging with a pharmacy label stating child's name and dosage instructions. The parent/carer must complete a parental consent form stating the name of pupil, the medication and the frequency and dosage to be administered. Medication will be kept in a secure place and a log will be completed by the member of staff administering the medicine.

Where a pupil has more significant health care needs the school will consider if a health care plan should be drawn up with assistance from the parent/carer and medical practitioners.

3.9 Provision & Use of Work Equipment

All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people. Our risk assessment has shown that only work equipment which presents a significant risk is the use of ladders by the Premises Manager who has received appropriate information, instruction and training in the use of ladders and mobile tower scaffold.

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3.10 Display Screen Equipment

All staff who use computers/laptops in their day to day work are classified as a "DSE User". Staff must carry out an assessment online and report is then sent to the person responsible for DSE. (Anne Gibson) They have been given information about the risks associated with DSE use and understands how to control these risks.

3.11 Personal Protective Equipment

The Headteacher will arrange for the School to purchase PPE for any employee, if it is determined necessary as a result of risk assessment, to ensure the health and safety of that person. It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

3.12 Manual Handling

All manual handling tasks are eliminated or the risk to those involved reduced as far as is reasonably practicable by changing the work organisation (e.g. storage arrangements), use of mechanical aids etc. The Premises Manager carries out the majority of manual handling and will receive specific health and safety training in this respect.

3.13 Moving & Assisting People(Where Appropriate)

The school has 0 children with relevant special needs. Any staff who may have occasion to lift any such children will be provided with the appropriate training.

3.14 Fire Precautions

Staff must ensure that fire escape routes and final exit doors are kept clear at all times. Artwork must not cover emergency signage or fire alarm call points.

Fire drills are carried out each term and a different exit is blocked on each occasion. Please make time to familiarise yourself with evacuation routes and notices.

Inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with an SLA with Intalex and this is carried out bi-annually.

The school has 7 trained fire wardens:

Mrs W Angus
Mrs T Hope
Mr D Forster
Mrs J Pickford
Mrs A Groser
Ms J Boucher
Mrs A Gibson

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3.15 Control of Substances Hazardous to Health

The cleaners use chemicals and substances classified under the COSHH Regulations. They have been provided with specific COSHH Risk Assessments and training so that they know how to control risks to their health.

3.16 Electricity at Work

The mains electrical system is tested every 5 years, the last test was carried out before the end of the autumn term 2022 by AGG.

Portable electrical equipment is logged on an inventory and subject to periodic examination and test, the last test was carried out November 2022.

All emergency lighting will be tested bi-annually, the academy currently has an SLA with a firm called Intalex who carry out this procedure.

Staff must not bring electrical equipment from home for use at work unless it has been subject to satisfactory examination and test.

3.17 Prevention & Control of Legionellosis

As part of a Service Level Agreement, Gentoo carry out an annual risk assessment to domestic water services in accordance with ACOP L8 specification. Monthly temperature monitoring to sentinel hot and cold outlets, monthly temperature monitoring to stored water flow and return. Six monthly inspection of water heater tanks & 2 x CWWST. Quarterly disinfection of shower head and an annual clean and disinfection of water heater tanks & 2 x CWST.

The responsible Trustee is Doug Green

3.18 Boiler & Electrical Room Safety & Maintenance of Heating Plant

As part of a Service Level Agreement, Gentoo carry out an annual risk assessment to determine what servicing and maintenance is required to the heating plant. Copies of service records are held in the school office.

Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times.

3.19 Vehicle Movement on School Premises

Deliveries to the school are minimised until the children are in classes.

3.20 Visits to Farms

Information about visits to farms is contained in Section 3.25 of Education & Community Service's Health & Safety Policy.

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3.21 Outdoor Education Guidelines & School Trips

The Academy EVC is Mrs B Robson and the Deputy is Miss S.Dickinson

A comprehensive set of guidelines has been prepared by the Department's Health & Safety Co-ordinator and staff at Derwent Hill Centre. These are set out in Section 3.26 of Children's Services Health & Safety Policy. Beverley Robson is EVC co-ordinator.

School trips must be authorised by the Headteacher and are subject to formal risk assessment, parental consent and insurance arrangements.

3.22 Arrangements for New Staff

All new staff are issued with and given a brief introduction to this policy by the Headteacher. Any queries should be directed in the first instance to the Headteacher.

3.23 Further Technical Information & Advice

More detailed information on all of these arrangements is contained in Part 3 of Children's Services Health & Safety Policy a copy of which is held in the Headteacher's Office. A separate copy for use by Governors and Teaching Staff is held in the Staffroom.

If technical advice is required then any member of staff can contact the Health and Safety Team on 0191 5612375.

Policy reviewed as and when the need arises.

A list of the Academy's Health and Safety Policies can be found in Appendix 1

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Appendix 1

Health and Safety Policies and Code of Practice Information

Safeguarding
Crisis Management
Responding to Crisis and Critical Incidents
Staff Handbook
Positive Handling
Intimate Care
First Aid
Fire Safety
Educational Visits
Cookery
Asbestos in Buildings
Control of Hand Arm Vibration
Control of Substances Hazardous to Health
DSE Workstation Assessment
Electricity at Work
Employment of Young People
Health and Safety in Offices
Homeworking
Management of Premises
Guidance on the Code of Conduct of Risk Assessment
Safety Signs and Signals
Managing Work Related Stress
Prevention of Slips, Trips and Falls
Safe Access and Work at Height
Smoke Free Workplace
Work Equipment
Violence at Work
Workplace Transport