



**Health and Safety Policy**  
**Darrington CE Primary School**

The Governors of the school attach the greatest importance to health and safety considering this to be a management responsibility ranking equally with other management functions within the school.

The Governors recognise their corporate responsibility as an employer to provide a safe and healthy environment for all stakeholders who come onto the premises.

They will take all reasonably practical steps within their power to fulfil this responsibility.

This PREMISES SAFETY POLICY (PSP) has been written to reflect our particular situation. This PSP demonstrates to staff, pupils, parents and visitors that we are concerned about the health, safety and welfare of all who use our facilities.

The Headteacher intends to provide safe and healthy working conditions for all stakeholders on the premises and to ensure work carried out by employees does not adversely affect the health and safety of others.

Where any risk arises the Headteacher will, as soon as is reasonably practicable, install a system to reduce or eliminate that risk and will call upon the help of specialist Health and Safety adviser where necessary.

It is the policy of Darrington C.E. Primary School to take all reasonably practicable precautions for the prevention of accidents and dangerous occurrences and the creation of conditions, which safeguard employees.

To this end, the Governors will allocate the necessary resources and enlist the active support and co-operation all employees, upon whom duties are also imposed by the Health and Safety at Work Act 1974.

Darrington C.E. Primary School regards the standards set by relevant statutory provisions as the minimum standard, which must be achieved, and will endeavour to improve upon these standards where reasonably practicable.

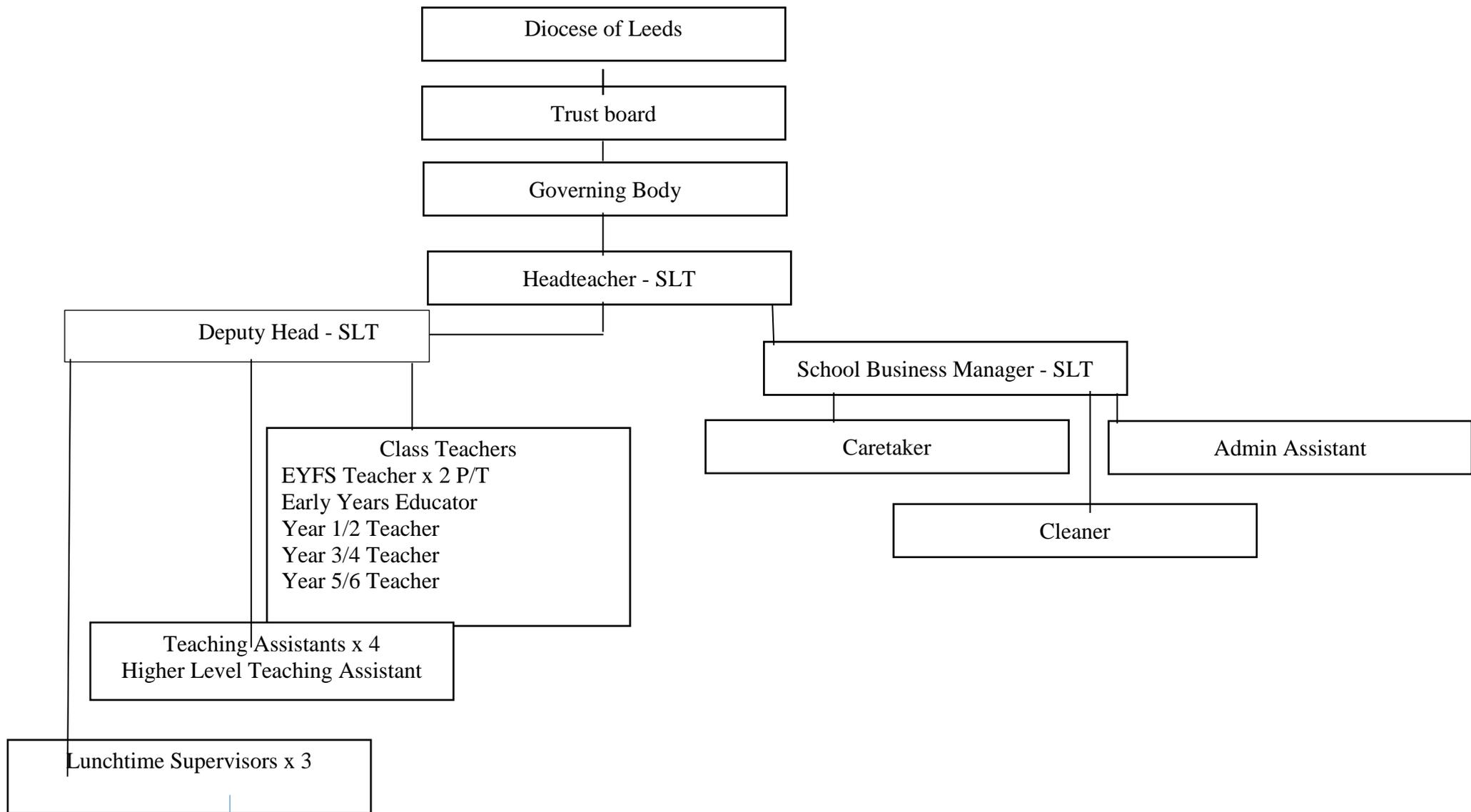
It is the policy of Darrington C.E. Primary School, as far as is reasonably practicable, to:

- Provide safe systems of work
- Provide and maintain safe equipment
- Provide a safe place of work with safe access and egress
- Provide for the safe use, handling, storage and transport of all articles and substances used
- Provide a safe working environment
- Provide adequate and sufficient information, instruction, training and supervision to employees and others such as visitors and contractors.

Signature      L Ranby

Position      Headteacher

Date            1st September 2019



### 3.1 Head Teacher

The Governing Body has overall responsibility for protecting the Health and Safety of staff, pupils, parents and visitors to the school the board of Governors has a governor appointed to deal with health and safety issues.

The Head Teacher is responsible for:

- 3.1.1 Managing the day-to-day requirements of the school.
- 3.1.2 Producing a written statement on Health and Safety issues relevant to the school premises, bringing this to the attention of all staff and monitoring its implementation.
- 3.1.3 The Head teacher will attempt to resolve any Health and Safety related problems and will report any matters, which cannot be resolved at school level, to the Governors.
- 3.1.4 The Head teacher will liaise with staff and the Governor's Resources Committee to monitor, maintain and improve health and safety standards on a regular basis.
- 3.1.5 Organising safety procedures and reporting, recording and investigating systems e.g. fire, electrical, evacuations, educational visits, medicines etc.
- 3.1.6 Assessing substances hazardous to health, under the COSHH legislation.
- 3.1.7 Ensuring staff access appropriate training for Health and Safety procedures e.g. induction procedures for new staff, Team teach, Emergency Aid, EpiPen.
- 3.1.8 Keeping pupil contact details securely at a safe location, for emergency use.

### 3.2 School Business Manager

The School Business Manager is to report on health & safety matters to the **Head Teacher and Governors** having responsibility for:

- 3.2.1 Planning and organising people and resources so as to effectively implement the health & safety management system and support the school's Health & Safety Policy.
- 3.2.2 Communicating health and safety information to staff within the school as appropriate, to promote commitment to the Health & Safety Policy throughout the school.
- 3.2.3 For ensuring that sufficient resources are made available to the caretaker so that that person can adequately undertake the task required of them.
- 3.2.4 In conjunction with the Head Teacher will undertake the following:
  - a) Assessing and monitoring the PSP and reporting findings to governors
  - b) Completing section policies and keeping up to date with changes in legislation**
  - c) Carrying out regular safety audits (termly) and classroom hazard checks with staff.
  - d) Checking new equipment for safety standards.

- e) Organising fire evacuation procedures, conducting weekly alarm testing and termly fire drills.
- f) Completing documentation and keeping this up to date e.g. the fire register
- g) Completing and storing risk assessments with staff, parents and pupils
- h) Filing maintenance check sheets of equipment checks e.g. fire equipment, lighting, PE equipment checks
- i) Ensuring the school has an effective system for reporting, recording and investigating accidents on the premises and that all reasonable steps are taken to prevent these from re-occurring.
- j) Assessing substances hazardous to health, under the COSHH legislation.
- k) Ensuring staff access appropriate training for Health and Safety issues.
- l) Reporting defective equipment to the Head teacher.
- m) Filing manufacturer's instructions / guarantees.
- n) Ensuring that legal notices are displayed.

3.2.5 Ensuring that the staff to whom duties have been delegated within the health & safety management system have been made aware of their duties, have accepted their duties and are competent to undertake them. Where the necessary competence is not available within the organisation, assistance will be sought from outside the company.

### 3.3 Managers/Supervisors

The **Managers** report on health & safety matters to **their respective Director** and have responsibility for:

- 3.3.1 Planning and organising people and resources within their area of control so as to effectively implement the health & safety management system and support the Health & Safety Policy.
- 3.3.2 Communicating health and safety information to supervisors and employees within the company as appropriate, to promote commitment to the Health & Safety Policy throughout the company.
- 3.3.3 Carrying out procedures within the company's health & safety management system for which the relevant **Manager** is named as a responsible person within the responsible person summary.
- 3.3.4 Controlling and reviewing the activities of contractors or visitors as may be arranged to attend the company's premises.
- 3.3.5 Communicating health and safety information to employees within their control and reporting health & safety issues raised by their employees to the **appropriate Director**.
- 3.3.6 Reporting health & safety issues arising from the monitoring process to the **appropriate Director**.
- 3.3.7 Ensuring there is adequate co-operation and co-ordination between any contractors or visitors that may arrange to attend the company's premises and employees, visitors and other contractors.
- 3.3.8 Monitoring the implementation of the company's health & safety management system to meet the objectives of the Health & Safety Policy and to take appropriate remedial action when necessary.
- 3.3.9 Controlling, monitoring and reviewing the health & safety performance of employees within their control for the purpose of supporting the Health & Safety Policy.
- 3.3.10 Ensuring the health & safety competence of employees within their control so that they can adequately deal with the health & safety aspects of their duties.
- 3.3.11 Ensuring that the employees within the company to whom duties have been delegated within the health & safety management system have been made aware of their duties, have accepted their duties and are

competent to undertake them. Where the necessary competence is not available within the organisation, assistance will be sought from outside the company.

3.3.12 Ensuring all new and temporary employees receive induction training for working at the company's premises and that induction training is recorded.

### 3.4 Safety Co-ordinator

3.4.1 The responsibilities include ensuring that all persons joining the company will undertake an induction programme.

3.4.2 The Safety Co-ordinator will be responsible for ensuring that changes to the Health & Safety Policy document that may occur due to periodic review is communicated to all employees.

3.4.3 The Safety Co-ordinator along with the relevant Managers will be responsible for ensuring that compliance with Relevant Statutory Provisions that apply to the Company's activities is achieved.

3.4.4 The Safety Co-ordinator is to ensure that Department Managers complete and keep up to date risk assessments (General and specific as are required for the area of their operations).

3.4.5 The Safety Co-ordinator is to organise and schedule periodic safety meetings and to ensure that minutes of these meetings are made available to the workforce.

3.4.6 The Safety Co-ordinator will be responsible for collecting and collating information from actual and/or possible breaches of Safety Legislative requirements and after agreement with the Finance Director instituting control measures on a pro-active basis.

3.4.7 Where an accident/incident occurs the Safety Co-ordinator will liaise with the appropriate Manager and ensure that the accident/incident is investigated, ensuring that appropriate entries are made in the company accident book.

3.4.8 The Safety Co-ordinator is responsible for compliance with the RIDDOR Regulations and liaison between the company and the Enforcement Authorities.

3.4.9 The Safety Co-ordinator is responsible for CHAS and Construction Line annual accreditation.

3.4.10 The Safety Co-ordinator in conjunction with department managers is responsible for ensuring that suitable safety training programmes are developed, these programmes, where appropriate, shall be delivered by approved Training Consultants.

### 3.5 Employees

Employees have responsibilities imposed on them by health and safety legislation. These include:

#### **Section 7 – Health and Safety at Work etc. Act 1974**

3.5.1 to take reasonable care for the health and safety of himself and of other persons who may be affected by their acts or omissions at work; and

3.5.2 to co-operate with their employer to enable him to comply with any duties or requirements imposed on him.

## Section 8 – Health and Safety at Work etc. Act 1974

- 3.5.3 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.

### Regulation 14 of the Management of Health & Safety at Work Regulations

Places specific duties on employees to:

- 3.5.4 use any machinery, equipment, dangerous substances or safety devices provided to him by their employer in accordance with any training or instructions provided by the employer in compliance with any statutory provisions; and
- 3.5.5 inform their employer of any work situation which may represent a serious and imminent danger to health and safety; and
- 3.5.6 inform their employer of any matter, which may represent a shortcoming in the employer's arrangements for health and safety.

### General Arrangements for Managing Health and Safety

- 4.1 Accident/Incident Reporting, Recording and Investigation.
- 4.1.1 An incident is defined as 'a work related event(s) in which an injury or ill health or fatality occurred or could have occurred'.

Notes:

- *An accident is an incident which has given rise to injury or ill health or fatality.*
  - *An incident where no injury, ill health or fatality occurs may be referred to as a near miss or near hit.*
- 4.1.1 All incidents involving employees, contractors, visitors and members of the public must be reported, recorded and investigated.
- 4.1.2 The report must be made as soon as possible after the accident, preferably on the same day, and an entry made in the Accident Book and/or Incident Report Form.
- 4.1.3 Some accidents must be reported to the Health and Safety Executive as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). See Guidance Document for details. Where applicable, the Responsible Person will complete the relevant Form F2508 using the on-line reporting procedure at [www.riddor.gov.uk](http://www.riddor.gov.uk) only in cases of fatality should you call 0845 300 99 23.
- 4.1.4 Detailed information and definitions on the types of accidents that must be reported and the timescales for reporting can be found in the Guide to Accidents, located in the guidance section of the safety manual
- 4.2 Alcohol and Drugs
- 4.2.1 The use of alcoholic beverages and/or drugs is absolutely prohibited on company property by any employee unless it has been authorised for special company events.

- 4.2.2 No employee on or off duty is permitted to drive or operate any Company vehicle, equipment or machinery after consuming any alcoholic beverages, any drugs or prescribed drugs which impair driving or operating ability.
- 4.2.3 Any employee identified using alcohol or drugs on company property may be dismissed immediately.
- 4.2.4 We will provide employees with information on sensible drinking and drug awareness. The aim is to encourage those with drug or alcohol-related problems to seek medical advice and counselling by an outside agency.
- 4.2.5 Any employee suspected of having consumed alcohol or drugs on duty may be subjected to a test and if found positive may be dismissed.
- 4.2.6 An employee should not permit any person who is, or appears to be, intoxicated or under the influence of drugs to enter or remain in the workplace or on the premises where machinery is used, if that person's presence constitutes a threat to the safety of themselves or other persons in the workplace.

### 4.3 Control of Contractors

- 4.3.1 The company recognise our general duty under the Management of Health and Safety at Work Regulations (MHSW) and additional duties as defined in the Construction (Design and Management) Regulations (CDM) to ensure that contractors carrying out any work on our site are competent and that they carry out the work safely
- 4.3.2 The Responsible Person will ensure that all contractors are subject to checks on their competency to carry out the work safely and will monitor their working methods to ensure they follow a safe system of work or method statement.
- 4.3.3 When engaging contractors we will give preference to those with CHAS accreditation or any similar accreditation recognised under theSSIP Scheme.

### 4.4 Consultation with Employees

- 4.4.1 The company will consult with the workforce on matters relating to health and safety in the workplace.
- 4.4.2 The company will ensure that periodic safety meetings between management and employee's takes place and that minutes of these meetings are made available for all personnel to view and comment upon.

### 4.5 Display Screen Equipment

- 4.5.1 The company acknowledges the risks posed by computer workstations and similar devices must be managed and that we have duties under the Health and Safety (Display Screen Equipment) (DSE) Regulations.
- 4.5.2 The company will ensure that all workstation 'users' and their workstations, as defined in the DSE Regulations, are subject to risk assessments. Where required, we will make suitable adjustments to those workstations to ensure users safety as far as is reasonably practicable.
- 4.5.3 In some cases the assessment may need to be reviewed more frequently, for example, for new and expectant mothers and for any employee who reports a health related problem associated with the use of their workstation.
- 4.5.4 The company will provide, on request, free eye tests to those employees assessed as users.

## 4.6 Driving for Work

- 4.6.1 The company recognise that driving associated with work activities exposes employees to risks and that those risks should be assessed and managed along with all other work-related risks.
- 4.6.2 The Responsible Person will ensure that systems are in place for assessing work-related driving risks and that those systems follow the guidelines from the Department for Transport (see Guide to Driving for further information).
- 4.6.3 Where identified by the assessment, information, instruction and training will be provided to Company employees.

## 4.7 Electrical Safety

- 4.7.1 The company recognise that poorly designed and maintained electrical equipment and systems pose a significant risk to employees and other users. We will ensure therefore that the risks from electrical equipment are included in the task risk assessments as applicable.
- 4.7.2 The company will ensure that all portable and transportable electrical equipment is subject to periodic inspection and examination as required by the Electricity at Work Regulations and taking into account the findings of the risk assessment.
- 4.7.3 That regular inspections of the workplace and working practices are carried out to ensure that the risks from electricity are controlled.
- 4.7.4 That the fixed electrical installation for all Company properties is subject to periodic inspection and test to BS 7671 by a competent person.
- 4.7.5 That all employees who are expected to work on electrical equipment will be suitably trained and deemed competent.
- 4.7.6 Where work on mains voltage is required this will be carried out by a competent electrical personnel.

## 4.8 Emergency Procedures

- 4.8.1 The company recognise the risks posed by fire and our responsibility under the Regulatory Reform (Fire Safety) Order to carry out fire risk assessments.
- 4.8.2 The company will ensure that fire risk assessments are carried out on all non-domestic premises owned, occupied or controlled by us. This assessment will identify the requirements for any additional assessments required by DSEAR.
- 4.8.3 That adequate numbers of trained personnel are provided for support and leadership in the event of a fire or similar emergency.
- 4.8.4 This will include fire co-ordinators and fire marshals/wardens as identified in the fire risk assessment.
- 4.8.5 The Responsible Person will ensure that the findings of the risk assessment are acted upon and that any fire safety management systems are inspected and maintained as required and recorded in the Fire Log Book or similar.

## 4.9 First Aid

- 4.9.1 The company will undertake to provide where possible adequate numbers of suitably trained people and equipment to provide first aid response and treatment for employees in the event of an injury at work.

#### 4.10 Legionnaires Disease

4.10.1 The company recognise that Legionnaires Disease has the potential to cause ill health and fatalities to employees and others and that we have duties under statutory standards to manage any potential exposure.

#### 4.11 Hazardous Substances (CoSHH)

4.11.1 The company acknowledge the risks posed by hazardous substances and our duties under the Control of Substances Hazardous to Health Regulations (CoSHH).

4.11.2 We will assess the use of hazardous substances to ensure that the risk to employees and others is eliminated or reduced as far as is reasonably practicable, and that our impact on the environment is minimised.

#### 4.12 Manual Handling

4.12.1 The company acknowledge that the moving and handling of loads by physical force can lead to injuries and long-term illness.

4.12.2 The company will ensure that all activities that require any manual handling, as defined in the Manual Handling Operations Regulations (MHOR), are assessed in accordance with these regulations and that suitable controls are put in place to eliminate or reduce the risk as far as is reasonably practicable.

#### 4.13 New and Expectant Mothers

4.13.1 The company recognise that new and expectant mothers may be put at additional risk by some workplace activities.

4.13.2 The company also recognise that it has a specific duty under the Management of Health and Safety at Work Regulations (MHSW) to carry out an assessment of those risks and to ensure that the risks are controlled as far as is reasonably practicable.

4.13.3 Employees are required to inform their immediate if they become pregnant so that a risk assessment can be carried out. New employees are required to inform the company if they are a new or expectant mother and this should be done immediately after employment begins.

#### 4.14 Safeguarding Visitors

4.14.1 The company acknowledge that visitors to our premises or site may not be aware of the hazards to which they may be exposed or what to do in the event of an emergency.

4.14.2 The company will therefore put into place suitable measures to ensure that visitors are suitably informed of the hazards and the precautions that they are required to take.

#### 4.15 Personal Protective Equipment

4.15.1 As an employer we recognise our duties under the Personal Protective Equipment Regulations and we will provide, free of charge, any personal protective equipment required at work.

#### 4.16 Stress at Work

4.16.1 The company understand that pressure is part and parcel of all work and helps to keep us motivated, but that excessive pressure may lead to stress-related ill health in some people.

4.16.2 The company recognise that under the Management of Health and Safety at Work Regulations we have a duty to assess the risk of stress-related ill health arising from work activities; and under the Health and Safety at Work etc Act 1974 to take measures to control that risk

4.16.3 The company will adopt the HSE Stress Management Standards in ensuring that we minimise the impact of work-related stress.

#### 4.17 Training on Health and Safety

- 4.17.1 The company recognise that the Health and Safety at Work Act 1974 (HASAW) and other Regulations require that employees are provided with training to enable them to undertake their work in a safe manner.
- 4.17.2 To ensure that the company can meet these duties we will carry out training needs analysis to identify specific requirements. We further recognise that instructions must be provided for employees, visitors and contractors to site indicating site rules and procedures.
- 4.17.3 Supervision will be provided at a level relevant to the risks and the level of knowledge of the employee, visitor or contractor.
- 4.17.4 The findings of risk assessments and the associated controls will be passed on to those who may be exposed to the risk so that they understand how to avoid it.
- 4.17.5 The method of communication will be determined by the level of risk and the complexity of the control measures, so may range from verbal instruction to written procedures.
- 4.17.6 In all cases, a record will be kept of the information, instruction or training carried out and details of the information provided.

#### 4.18 Risk Assessments of General Workplace Hazards

- 4.18.1 The company accepts its duties under the Management of Health and Safety at Work Regulations to carry out workplace/task risk assessments.
- 4.18.2 Risk assessments will be carried out for both routine and non-routine activities in the workplace and the existing controls compared with statutory standards. Where the controls fall below this standard, changes will be made to working practices or the design of the work area, process, substance or equipment to ensure that risks are eliminated, or reduced to an acceptable standard.
- 4.18.3 For each assessment all individuals and groups at risk from the hazard will be considered in the assessment.
- 4.18.4 Hazards originating outside of the workplace will be considered where they may adversely affect the health and safety of employees and others.
- 4.18.5 The assessment process will take into account human behaviour, personal capabilities and other human factors as well as taking into consideration hazards from the infrastructure design, hazardous materials, handling loads, equipment and fire.
- 4.18.6 Assessments will be carried out or reviewed whenever there are changes or proposed changes in the infrastructure, materials, equipment or the health and safety management system to assess the impact on employees and others.
- 4.18.7 The assessment process will consider all statutory obligations relating to the assessment of risk and the implementation of controls.
- 4.18.8 When determining controls or considering changes to existing controls we will adopt the following hierarchy:
  - a) Elimination of the risk
  - b) Substitution with a lower risk
  - c) Engineering controls
  - d) Signage, warnings and other administrative controls
  - e) Personal protective equipment

#### 4.19 Violence and Bullying at Work

4.19.1 As an employer we recognise that we have a legal duty to protect our employees from foreseeable violence at work and we will ensure that systems are in place to ensure this. We have a zero tolerance for any bullying or violence at work whether from other employees, members of the public or visitors.

4.19.2 The company will continually monitor for any signs of a problem and, if there is a problem, we will take action immediately. Any employee found to be bullying any other employees will face disciplinary action.

#### 4.20 Work Equipment

4.20.1 The company recognise the risks posed by work equipment and the specific duties under the Provision and Use of Work Equipment Regulations (PUWER).

4.20.2 The company further recognise that some specialist work equipment is subject to specific Guidance and Approved Codes of Practice (gas boilers, ventilation, lifting equipment and lift trucks for example) and we will seek advice from our health and safety advisers in identifying any additional and specific duties for ensuring compliance.

#### 4.21 Working Environment

4.21.1 As an employer we recognise that we have a duty to provide a safe and suitable working environment and welfare facilities as required by the Workplace (Health, Safety and Welfare) Regulations (WHSW) and that those facilities shall be maintained.

#### 4.22 Working at Height

4.22.1 'At Height' means a place that, unless the Regulatory guidance is followed, a person could be injured falling from it, even if it is at or below ground level.

4.22.2 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

4.22.3 It is our policy to comply with the Work at Height Regulations and any guidance made under the Regulations. We will achieve this by carrying out risk assessments of all activities that fall within the definition of working at height as detailed in the Regulations.

4.22.4 The company will do all that is reasonably practicable to prevent anyone falling by applying the following hierarchy:

1. We will avoid work at height wherever we can;
2. Where we cannot avoid working at height we will use work equipment or other measures to prevent falls; and,
3. Where we cannot eliminate the risk of fall we will use work equipment or other measures to minimise the distance and the consequences of a fall should one occur.
4. We will provide suitable training and supervision as is necessary to control the risks from working at height.

#### 4.23 Young Workers

4.23.1 As an employer we recognise that we have a specific duty under the Management of Health and Safety at Work Regulations to manage the risks to young people.

4.23.2 Before employing a young person we will carry out a specific risk assessment.

4.23.3 The method may vary depending on whether the guardian of the young person provides us with a form for completion or, where this is not provided, we will use our own form to complete this assessment.

#### 4.24 Safety Signs & Signals

4.24.1 The company will ensure that all safety signs and information comply with the requirements of the safety signs and signals regulations.

<b>Policy title</b>	Health and Safety Policy
<b>Monitoring and review</b>	Reviewed September 2019
<b>Links</b>	Safeguarding and Child Protection Policy Administering Medication Policy
<b>Staff responsible</b>	Headteacher/School Business Manager
<b>Committee responsible</b>	Full Governing Body
<b>Date approved</b>	May 2018
<b>Review date</b>	September 2020