



Lindow Community Primary School

School Policies

Control Sheet

Policy: **Health & Safety (incorporating Risk Assessments)**

Policy Type: **Statutory**

Author: **Headteacher**

Owner: **Headteacher**

Approved by: **Governing Body**

Reviewed: **Annually**

Policy: Health & Safety

1. Health and Safety Policy Statement

Lindow Community Primary School recognises its duty of care for the health, safety and well-being of its employees, pupils, visitors and others who might be affected by its operations. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable.

- 1.1 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management that the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the school's management systems.
- 1.2 The purpose of the Policy is:
 - to provide the necessary authority and support for staff as they make their respective contributions to Health and Safety
 - to set out duties and responsibilities
 - to recognise the partnership necessary with the LEA to ensure that all statutory duties in this field are met
 - to emphasise the importance of keeping hazards under control by making an assessment of operating risks.
- 1.3 The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.
- 1.4 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their immediate supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.

2. Organisation and Arrangements for Implementing The Policy

- 2.1 The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has been designated to be the Health and Safety Co-ordinator and a representative from the Finance & Resources Committee will act as Health and Safety Governor. Employees will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. The Governing Body requires Health and Safety issues to be taken into account explicitly in proposals that come before it and will seek to encourage a positive climate in which awareness of Health and Safety issues can flourish.
- 2.2 The Health and Safety Co-ordinator will ensure that all staff, pupils and other users of the school facilities are aware of the Health and Safety implications of their activities and the associated duties required of them. The Health and Safety Governor will review the implementation of the policy with the Health and Safety Co-ordinator and make

recommendations to the Finance & Resources Committee and the Governing Body for changes to the policy as appropriate based on this feedback.

- 2.3 Non-teaching staff and new employees will be appraised of this policy as part of their induction.
- 2.4 3rd party users who have access to the school via the Premises Management Policy are responsible for ensuring that they are aware of, and conform to, the school's Health and Safety policy as well as any other statutory Health and Safety obligations.
- 2.5 The Health and Safety Co-ordinator together with relevant members of staff will make decisions on Health and Safety issues based on a common sense and proportionate assessment of the relevant criteria, as recommended by the DfE (<http://www.education.gov.uk/aboutdfe/advice/f00191759/departmental-advice-on-health-and-safety-for-schools/assessing-and-managing-risk>). These will be recorded in the Health and Safety file in the School Office and will form part of the annual policy review.

Risk Assessment

- 2.6 The underlying process which secures this Policy is risk assessment. Assessments of significant risks will be made in conjunction with those affected, recorded in writing and held in the Health & Safety folder in the Headteacher's office. It will be the responsibility of the Headteacher and all staff to ensure that relevant risk assessments are maintained and kept up to date.

See Appendix 1 for details of the Risk Assessment process.

A sample risk assessment can be found on the Health and Safety Executive website here <http://www.hse.gov.uk/simple-health-safety/write.htm>

A Health and Safety classroom checklist can be found on the Health and Safety Executive website here <http://www.hse.gov.uk/risk/classroom-checklist.pdf>

Where no guidance exists on a specific topic, staff in consultation with the Headteacher will follow the LEA risk assessment process.

Consultation

- 2.7 Employees with concerns should normally raise them with the Headteacher in their role as Health and Safety Co-ordinator. Requests for external help should be raised initially with the Headteacher in their role as Health and Safety Co-ordinator, who will seek advice from the LEA Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

Contractors and School Partnerships

- 2.8 Contractors carrying out work for the school will be required to act in accordance with this Policy and the school's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the school's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

- 2.9 Hirers of the school premises will be responsible for ensuring that they are familiar with this policy and take all necessary measures to conform with it.

Inspection and Monitoring

- 2.10 The Headteacher in their role as Health and Safety Co-ordinator will arrange for the necessary arrangements to be undertaken to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review with the Health and Safety Governor, the site manager and the LA Health & Safety Officer, which is reported to the Finance & Resources Committee. Health and Safety issues are reported up to the full Governing Body.

Accident / Incident Reporting

- 2.11 Every injury should be reported in the school accident book, located at the School Secretary's office. An injury that needs medical attention or involves time off work (or, in the case of pupils, necessitates absence from school) must be investigated by the person in charge of the area or activity. Where the accident falls within the LEA Accident reporting criteria, the LEA Accident Form must be completed by the relevant member of staff, signed by the Headteacher and sent to the Council Health and Safety Team. Significant injuries will be recorded via the [PRIME procedure](#).

Training and Information

- 2.12 Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees as part of their induction, and annually as required thereafter, and records maintained and held in the Health and Safety folder in the Headteacher's office. Information on Health and Safety Manual will be made readily available to employees via the Council website.

3. Policy Review

- 3.1 This Policy will be reviewed regularly by the Headteacher in their role as Health & Safety Coordinator. The results of the review will be discussed with the H&S Governor and reported to the Finance & Resources Committee with the Governing Body receiving a summary report covering key issues.

Appendix 1 Risk Assessment Process

Objectives

The risk assessment process is designed to

- establish efficient and effective procedures for assessing risk and for keeping learners and staff safe from danger and free from harm.
- identify and assess any probable sources of danger and to take reasonable action to overcome them promptly and effectively.
- ensure that staff are trained and carry out risk assessments thoroughly and rigorously.
- ensure that before visits, school holidays, fieldwork, excursions, and any other off-site activities, that an appropriate risk assessment is carried out.
- ensure that parents are made aware of the nature of all activities planned for their children's participation during off-site visits.
- ensure that appropriately trained members of staff are always present to lead and supervise on visits, excursions, school residential holidays, and all other activities.
- ensure that off-site, only appropriately qualified personnel lead activities.

Strategy

- At all times employees, contractors and hirers are expected to be vigilant and proactive in carrying out assessments of risk for every activity they plan and undertake.
- Risk assessments will be carried out by staff in advance of every off-site activity and visit.
- Regular risk assessments will be carried out to check the school environment and equipment.
- Written records of risk assessments will be given to the headteacher to be approved before all visits and activities that take place off the school site.
- Only those with appropriate qualifications will lead specialist activities.
- Risk assessments should be carried out by teachers where specialist tools and equipment are used, especially for design technology, science, physical education activities, games and sport and activities.
- Appropriate levels of supervision of learners and appropriate adult-to-child ratios must be maintained by teachers and staff at all times. Where activities carry higher levels of risk the adult-to-child ratio must be adjusted accordingly.
- In a sensible and balanced manner, learners should be made aware of the risks they might encounter and they should be taught how to identify risk so that they know how to keep themselves safe.
- Teachers will at all times, act in 'loco parentis'- as a good and caring parent would- and ensure that common sense and sound professional judgment are applied in assessing risk in all situations.
- Parents must be made aware in advance about any off-site activities that their children may undertake and may be asked to sign consent forms, where appropriate, giving their permission for their children to participate.

What is a Risk Assessment

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

A **hazard** is something with the potential to cause harm (e.g. fire). A **risk** is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended). A **risk assessment** is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Risk assessments need reviewing and updating regularly.

What Areas Require Risk Assessments?

There are numerous activities carried out school, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures
- Building and the school grounds
- Classroom areas
- Educational visits and trips.

Child Protection

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures minimise the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. Ensuring that all staff receive regular child protection training enables the school to manage this risk to an acceptable level.

Conducting a Risk Assessment

All risk assessments will be recorded and copies kept in the health and safety folder in the Headteacher's office.

Each risk assessment must detail the actions planned to mitigate the anticipated or potential risk and the responsibility for ensuring that these are implemented.

For educational visits, the Headteacher in their role as Health and Safety Co-ordinator, is responsible for ensuring that staff complete all necessary risk assessments. A preliminary visit will always take place before any educational visit goes ahead and a risk assessment will be carried out by the group organiser. This risk assessment must be signed and checked by the Headteacher in their Health and Safety Co-ordinator role.

The Headteacher in their role as Health and Safety Co-ordinator has a responsibility to ensure that duly qualified specialists carry out the following risk inspections regularly or as required as part of the school's statutory duties

- Fire safety (including checking fire fighting equipment)
- Asbestos
- Legionella
- Electrical safety (including PAT testing).

The results of each inspection will be formally discussed with the H&S Governor and reported, via the Finance and Resources Committee, to the full Governing Body. Records of the results of each of the above inspections will be retained for a period of 5 years.

Staff Responsibilities

All members of staff (including any new staff) are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, all staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head teacher in their role as Health and Safety Co-ordinator in order to enable the Governors to comply with their health and safety duties.

Reviews

Where applicable, risk assessments are reviewed and updated on an annual basis.

The Health and Safety Co-ordinator will discuss any issues and share risk assessments as required with the Finance & Resources Committee as part of its standing agenda. This Committee will escalate any issues to the full Governing Body as required.

This policy will be reviewed regularly by the Headteacher in their role as Health and Safety Co-ordinator and reported, via the Finance & Resources Committee, to the Governing Body for formal adoption.