



HARMONY
Primary School

Health and Safety Policy

September 2023 V4.0

Aim

- To establish and maintain a safe and healthy school environment.

Objectives

- To raise and maintain high levels of health and safety amongst staff, pupils and other site users and to encourage good practice.
- To take all reasonable precautions to protect people by reducing any and all risks, during school hours.
- To take prompt and appropriate action; this is in the event of a hazardous situation developing or an accident and emergency, whether occurring on or off the school site.

Responsibilities

1. School governors

- To monitor the allocation of funds based on suitable and sufficient “Risk Assessment”.
- To have Health and Safety as a ‘standing item’ on the Agenda of all full Governors’ meetings.
- To appoint a Governor with the responsibility for Health and Safety issues.
- The Health and Safety Governor, together with the Head teacher, to carry out a termly “Risk Assessment” of the school site.
- To document and action all Health and Safety concerns.

2. Head Teacher

To take overall responsibility for the implementation and monitoring of the school’s Health and Safety Policy by:

- Line managing the Senior Management Team;
- Allocating sufficient resources to meet health and safety priorities;
- Ensuring attendance on appropriate health and safety training courses;
- Ensuring good communications by including health and safety briefings in Staff bulletins and meetings;
- Overseeing the completion of the arrangements and “Risk Assessment” for all on and off site activities;
- Ensuring that appropriate health and safety is a criterion for performance management;
- Implement a system for the management of critical incidents;
- Ensure all employees and contractors are fully briefed on health and safety site issues;

- Ensure all relevant risk assessments are completed by the responsible staff member;
- Carry out Health and Safety Checks as per the Appendix below.

3. Caretaker

The Caretaker will be responsible for:

- ensuring that all defects in the buildings and grounds are notified to the head promptly
- undertaking regular checks of the fire alarm system and emergency lighting and recording the result in the Fire Log Book
- carrying out regular safety check of the school grounds
- any other duties identified by the Head and Governors

4. School Administrator

School Administrator is required to ensure that:

- All office “Risk Assessment” is completed and reviewed;
- Visitors are registered, wear a badge and are briefed on the emergency procedures;
- Hazard reporting and maintenance documentation is audited;
- Accident and physical and verbal abuse documentation is completed and submitted to the health and safety team;
- All appropriate “Risk Assessment”, guidance and hiring documentation is completed for community use of the school site;
- All community users are registered and made aware of emergency procedures;
- Adequate trained first aid cover is available for on and off site activities (see section on Visits);
- Periodic checks are made with regards to first aid arrangements, required equipment and first aid boxes;
- Accurate records are maintained for all equipment and resources.

5. Head Teacher and caretaker

- Organise the planned programmed maintenance of the entire site including equipment utilised therein;
- Arrange for the annual electrical testing programme;
- Purchase and maintain all equipment and resources to U.K. and EU prescribed standards;
- Carry out monthly water temperature tests and maintain the Water Hygiene Folder.

6. Head teacher, heads of subject areas

- To carry out Risk Assessment and keep documentation as appropriate especially in Art, ICT, Science, PE and off-site activities;
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent, trained individual;
- Ensure that pupils are aware of health and safety issues and that these are being continually reinforced and implemented.

7. All employees

It is a requirement of the Health and Safety at Work Act 1974 that all staff should be familiar with the health and safety arrangements in place and should comply with them. All staff will therefore have access to this document and will be expected to comply with the procedures it contains at all times. As part of their induction new staff will be issued with a Health & Safety handbook.

All employees should:

- Co-operate with Health and Safety requirements.
- Report all defects to the Head teacher, caretaker or relevant Health and Safety coordinator.
- Complete and action "Risk Assessment" for all potentially hazardous materials, on and off site.
- Use, but not misuse materials provided for your health, safety and welfare.
- Do not undertake acts deemed unsafe or those which do not comply with Health and Safety protocols.
- Inform the Head teacher of any accidents immediately.
- Be familiar with the emergency action plan for Fire and First Aid.
- Raise health, safety and environmental issues with pupils and ensure it is embedded within the curriculum to encourage good practice at all levels.

8. Visitors and contractors

- Report to the School Office on arrival;
- Sign the 'Visitors' Book';
- Read and sign relevant paperwork pertaining to the health and safety procedures for visitors;
- Contractors will be informed of hazards related to this school,
- Wear a 'Visitor' badge whilst on site at all times;
- Follow evacuation procedure in the event of an emergency.

9. Pupils

- Listen to instructions
- Behave in a way that does not put your health and safety at risk.
- Observe standards of dress consistent with good health and are fully aware of the importance of complying with health and safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, materials provided for their health, safety and welfare.

10. Premises safety

- Hazard Book and Maintenance – A system or book should be used to record any hazard or potential hazard that may be identified in the establishment. Persons entering an item in the book may wish to inform the Health and Safety Representative as well. It is the responsibility of the Head teacher to respond to the hazard as soon as possible, even if the decision is not take any immediate action. [This is kept with the Health and Safety information file in the Staffroom].
- There should be regular reviews by the Head teacher of outstanding building maintenance works. Delegated maintenance item repairs will be based on a risk assessment, priorities set, and work undertaken to prescribed standards as per the appendix below.
- School Grounds – Picking up litter is a shared responsibility. Metal cans and glass bottles must be removed immediately.
- Play Equipment – Two adults at least, should be on duty during the morning and afternoon breaks.
- Playground equipment will be checked daily, especially in regard to safe surfaces and general repair.
- Safety Signs – The school will ensure that prescribed safety signs are displayed, including emergency points of contact and emergency exits.

11. Contractors

- Contractors and Sub-Contractors on School Premises – The Head teacher should receive suitable and sufficient prior notification of any programmed building/electrical or other improvement/maintenance works from Contractors on site. For larger works, pre-site planning meetings are essential.

- Contractors and Sub-Contractors must report to the Head teacher as soon as they arrive on site. If their work involves any hazards to staff or other persons, then suitable arrangements must be made to protect them. Workers inside the building are required to sign-in at reception and wear appropriate identification.

12. Emergency procedures

- First Aiders – The list of currently trained First Aiders to be displayed in clear view on the Staffroom Notice Board.
- First Aid equipment to be well stocked
- First Aid equipment located in the Staff Room and the Stock Cupboard. There are smaller First Aid Boxes to be placed in the Office, Hall and in designated safe places in each classroom.

13. Reporting injury

- Accident Reporting – all accidents [including minor incidents], to staff and visitors must be reported in the accident report log and an raised by the relevant individual to their line manager.
- Accidents that result in the pupil being sent to a Doctor or Hospital must be reported on a separate form with notification given to parents or caregivers. Such incidents must be reported in the accident reporting log book.
- Regular fire evacuation practice to be instilled in all those attending the school with drills a regular occurrence as per the attached appendix.

14. Equipment safety

- Standards – ‘Equipment and Maintenance’ – It is the policy of the school to purchase and maintain equipment as recognised by UK or EU standards including undertaking necessary inspections at appropriate intervals.
- Electrical Equipment – The electric equipment should only be used with close adult supervision. This includes electrical circuits, glue guns and electric sharpeners.

15. Personal health and safety

- The school will make a suitable and sufficient Risk Assessment for all its activities where a significant risk is identified.
- Dedicated members of staff will take the necessary preventative and protective measures to adequately control risk.

- Members of staff are reminded that they must not stand on tables or chairs when putting up or taking down displays. There is a step ladder available for this purpose. It is recommended that teachers work together when putting up displays.
- Personal Property – Handbags etc. should be locked away. Money and valuables should not be left unattended. A lockable safe is available to permanent members of staff. Responsibility for personal items rests with each individual member of staff.
- Cash on the premises should be kept out of sight and sent up to the office as soon as possible. In the office, cash should be locked away immediately.
- Valuable Equipment – New electrical and valuable equipment should be security marked and added to the inventory.
- Contingency arrangements for Persons with Special Needs – The individual child's special needs will be assessed and any appropriate action taken to ensure their health, safety and welfare are monitored throughout the school day.
- Children's Safety – Children must never be left unsupervised in the classroom. In an emergency, please send two children to the office to bring an adult to the classroom, rather than leaving the children without an adult in the room.
- This school does not permit smoking on its premises. This rule applies to all persons on the whole of the school site.
- Violence towards staff – The school does not tolerate any form of violence towards staff, be it physical, verbal or psychological, and any such incidents are to be immediately reported to the Head teacher and dealt with appropriately.
- The school will undertake to identify employees who need to move loads as part of their work. The school will take any appropriate steps after undertaking a risk assessment, will be taken. Training will be delivered where appropriate.

16. School trips

Harmony Primary School recognises the value of the school visits that take place both during the academic year and during school holidays. We seek to provide education of high quality and we believe that educational visits play an important role in achieving this goal as part of a broad and balanced curriculum.

All visits are to be organised and led by experienced teachers. A strict set of guidelines is adhered to in their planning and conduct. An emergency contact telephone number is always made available to parents. All aspects of behaviour, conduct and supervision are underpinned by the Safeguarding Policy that is adopted by the School and the legal requirements that shape it. The Head teacher must give final approval before the educational visit takes place.

The school requires that a risk assessment is completed for all off-site trips, this will be reviewed and confirmed or adjusted by a separate member of the SLT or the Headteacher is appropriate.

17. School Site Access

The school premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner.

Parents/carers will be informed about drop-off and collection procedures at the beginning of the autumn term. Parents/carers/guardians are responsible for their children until handed over at the door.

18. Accidents and Reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) require that employers report:

- all fatal and specified major injuries;
- any injuries that result in the inability of an employee to work more than 3 days;
- or any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience

If someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence the Headteacher will notify the Health and Safety Executive (HSE) immediately (0300 790 6787). The Local Authority will be notified within 24 hours. The Headteacher will organise witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind. A report form will be signed/completed by the Principal or nominated senior member of staff in their absence. RIDDOR reports can be made through the governments HSE website: <https://www.hse.gov.uk/riddor/report.htm>.

Parents will be advised of incidents in writing by means of a note where deemed necessary. Details of the injury, time and date will be included, this is essential for head injuries.

An analysis of the accident reports and near misses will be undertaken at intervals and considered by both school management and the School Health & Safety Committee.

19. Bad Weather Contingency Plans

The Premises Manager will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

20. Control of Substances Hazardous to Health (COSHH)

No substances will be used or generated within the school unless an assessment of the hazards and risk that they present has been made. Detailed information on hazardous substances and these can be found in the COSHH assessment file kept the School Office.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the Premises Manager (or Headteacher in his/her absence) will:

- identify and control these substances, minimising the risk of exposure to staff and others;
- ensure staff are aware that certain substances are hazardous to health;
- ensure all users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments;
- ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures;
- ensure equipment is used as instructed;
- ensure personnel protective equipment/clothing is available and used when required.

21. Fire Safety

Fire Risk Assessment

The Fire Risk Assessment is sited in the Fire Log Book in Reception. This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out annually. As a result of the assessment, if any precautions are identified the school treats them with high priority.

Doors and Exits

Emergency exit doors and routes are kept clear at all times and not obstructed by random storage at any time. A daily check and log is in place. All fire doors are kept permanently unlocked while the premises are in use. All access routes will be maintained in a safe condition. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safety will be repaired.

Fire Fighting and Detection Equipment

The Premises Manager checks all fire-fighting and detection equipment annually to ensure they are within the "use by" date as is the statutory requirement. In addition there is an annual check of all fire extinguishers by an approved contractor.

The fire alarms are tested weekly by the Premises Manager and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and the associated KYSIB guidance. <https://www.yumpu.com/en/document/read/27608234/guide-for-fire-risk-assessment-reviews>

Records are kept in the Fire Log Book.

NB: the Headteacher will be responsible for these tasks in the period prior to recruitment of a Premises Manager.

Fire Notices

Notices of fire procedures are fixed to visible sites around the school and in every classroom. Notices around the school have information and visual aids:

Fire drills

Fire drills take place every half term. Details are recorded and notes made of any problems which needing remedying.

Evacuation Procedures

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the fire assembly point indicated on the fire procedures notices.
- The premises, which should not be re-entered.
- The Fire Brigade will be summoned by the Office Manager or Office Assistant if the Office Manager is not on site.
- All staff will sweep their designated areas and report to the 'Person in Charge' at the assembly point.
- Members of the office staff will take the registers with them on evacuating the premises.
- A roll call will be taken when all have reached the place of safety.

Visitors, Contractors

All visitors/contractors report their presence on site to the School Office and sign the appropriate 'Visitors' Book' and ensure they are familiar with the fire precautions. Office staff will remind visitors to read the emergency arrangements. Staff or others taking after school clubs will be familiar with the fire precautions.

22. Manual Handling

The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries.

It is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided.

A specific manual handling risk assessment will be undertaken for the task/activity and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Those staff who undertake manual handling will be familiar with the risk assessment process and read the completed risk assessments and follow the control measures at all times.

General manual handling guidance for all staff

Staff will be advised about basic manual handling guidance during their induction process:

- plan the lift before you start;
- assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help;
- ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so;
- when lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly;
- lift smoothly and slowly and avoid twisted, stretching and reaching where practicable.

23. Transport use

- Staff do not use their private cars to transport pupils at Harmony Primary School.
- We do not ask parents to transport pupils in their private cars.
- Parents' agreement will be sought for all visits involving transport.
- Vehicles without seat belts will not be used.

24. Parental/Adult Help

- All parents and adults will be DBS (police) checked if they offer to help with clubs, transport or any other regulated school activity.
- Parents and adults who help in one-off situations will be supervised and have no substantial unsupervised access to children.
- Parent and adult helpers and volunteers do not assist with the changing of pupils or escorting to lavatories.

25. Risk Assessment

- Risk assessments will be carried out before every educational visit.
- The school will assess all risks to safety and health as required by the Management of Health and Safety at Work Regulations.
- All significant risks will be recorded and a risk assessment drawn up which will be updated annually unless changes occur before the said time and the assessment will be reviewed and amended.
- Relevant staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes.

- Residential trips will have a separate risk assessment template.
- All P.E. activities have been risk assessed including the use of the outdoor play equipment.
- Regular trips to local sports facilities providers will be covered by a general risk assessment.
- All visits risk assessments will take into account those provided by the visiting centre/attraction/facility. A check will be made to ensure the control measures correspond with the school risk assessment.
- For staff who do not feel confident to undertake a risk assessment they can discuss this with the Headteacher.

26. Monitoring and review

Internal monitoring and review of the Health and Safety Policy and procedures will be undertaken on an annual basis. The Principal and the Health and Safety Committee will be responsible for reviewing and amending this policy in conjunction with health and safety self-monitoring checklists and the Fire Risk Assessment. The school will carry out a systematic and regular programme of monitoring and reviewing of:

1. all accident/incident reports;
2. all advisory reports received;
3. all termly audit reports (where appropriate);
4. the annual audit report;
5. incident reports i.e. near misses and violence;
6. other information about changes in requirements as they occur.

Broad guidelines

For every educational visit, a group leader will be appointed to lead the accompanying staff group to ensure an appropriate level of supervision and expertise.

The group leader will be responsible for all aspects of the educational visit, although the group leader may delegate tasks to other members of staff or volunteers accompanying the trip.

The staff-to-pupil ratio should not only reflect the nature of the trip but also the ages of those pupils going.

The group leader will draft guidelines and ensure the code of conduct for the pupils taking part in the visit are clearly explained to them.

The group leader will organise the group effectively, preparing pupils including those with special learning and medical needs.

The group leader must ensure that:

- appropriate child protection procedures are in place. The risk assessment must include a statement that appropriate vetting checks (for example CRB checks for volunteers) have been carried out.
- appropriate risk assessments have been carried out.
- The expectations of acceptable pupils' behaviour are understood by pupils and staff.
- All necessary actions have been completed before the visit begins.
- Training needs have been assessed and met and the needs of staff and pupils considered.
- At least one member of staff is suitably competent to instruct the activity.
- Non-teaching supervisors on the visit are chosen on the basis of their abilities to supervise children.
- Ratio of supervisors to pupils is appropriate.
- Parents have signed the consent forms.
- Arrangements have been made for the medical and educational needs of all pupils on the educational visit.
- Adequate first-aid provision will be available.
- There is adequate and relevant insurance cover and that the insurance cover arrangements have been checked by the Bursar.
- The travel arrangements and timings are known.
- A school contact has been organised and all the accompanying staff have details.
- All those who need to, have names and contact details of everyone in the group, as well as full details of the arrangement all the staff on the visit and the school contact.
- The Head Teacher and Deputy Head teacher have a copy of the following:
 - ✓ the address and phone number of the visit's venue and a contact name;
 - ✓ a copy of the agreed emergency procedures;
 - ✓ the names of all the adults and pupils travelling in the group;
 - ✓ the contact details of parents and the teachers' and other supervisors' next of kin;
 - ✓ risk assessment documents;
 - ✓ a contingency plan for any delays including a late return home.

Parents

For some visits, one or more parents' meetings may be held as the planning of the trip progresses. Regardless of whether a parents' meeting is held, parents will be sent details of the proposed trip, which should include the following:

- ✓ Dates, times and the proposed itinerary;
- ✓ Transport arrangements;
- ✓ Preparing pupils, including those with particular learning needs and medical needs;
- ✓ Cost and payment arrangements, including the payment of refundable or non-refundable deposits and details of extra costs, guidance on pocket money etc;
- ✓ Details of staffing: supervision including ratios and vetting checks (for example CRB checks for volunteers on overnight stays);
- ✓ Details of the code of conduct for pupils going on the trip;
- ✓ Details of any equipment, clothing etc. pupils need to take;
- ✓ Emergency procedures including contact details and permission for emergency medical treatment if the parents/guardians cannot be contacted;

All parents will be asked to sign a school Consent Form for (Educational Visit, Field Trip or Out of School Activity)

All staff planning a day trip must take the following steps:

- Submit initial proposal for the trip to the deputy Head teacher who will check feasibility of dates and submit to the Head teacher for initial approval. The proposal should cover the following areas:
 - Staffing: consider the number and suitability of staff required;
 - For hazardous activities a higher ratio will need to be considered;
 - Ensure the educational aims of the visit have been clearly identified;
 - Is the visit appropriate to the age of the pupils?
 - Are travel arrangements satisfactory?
 - Do the adults in the party have appropriate skills and qualifications for the visit?
 - A person who possesses sufficient technical knowledge, experience and skills to be able to carry out the specific tasks and prevent danger or injury arising during the course of the work or as a result of the work is among the group.

Appendix

Overview of checks to be carried out and by whom

Area	Frequency	Responsible	Recorded
Fire Alarm Panel	Daily	Premises Manager	H&S Folder
Escape routes, passageways	Daily	Premises Manager	Any remedial action noted in file
Test for Alarm	Weekly	Premises Manager /Head teacher	H&S Folder
Fire alarm service	6 monthly	Head teacher	H&S Folder
Portable fire equipment check	Monthly	Premises Manager	H&S Folder
Emergency lighting	Monthly	Premises Manager	H&S Folder
Fire drill	At least once a term	Head teacher	H&S Folder
PAT Test	Annually	Head teacher	H&S Folder
Legionnaires	Annually	Head teacher	H&S Folder
Air conditioning units	Serviced annually	Head teacher	H&S Folder
Internal areas check list	Monthly	Premises Manager	H&S Folder
First Aid boxes	Termly	School admin staff	H&S Folder
Display equipment survey	Annually	Head Teacher	Personnel Files