



HEALTH & SAFETY POLICY

Date this policy was formally reviewed and agreed by the Governing Body of Kelvin Grove Primary School:	20.5.16
Signed on behalf of the Governing Body by:	Mr Ian Mearns MP Chair of Governors
Signature:	
Date:	20.5.16
Details and dates of minor amendments:	6.4.16 policy reviewed. RH added as medicator 13.9.16
Date next full review is due:	Summer 2018

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, governors, parents and visitors to share this commitment.



The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities, such as pupils and visitors.

This is the Health and Safety Policy Statement of Kelvin Grove Primary School

The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- to provide adequate control of the health and safety risks arising out of our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Signed: (Chair of Governors)

Date: Review date:



Responsibilities

1. The Governors and Head Teacher of Kelvin Grove Primary School recognise and accept their responsibilities, within the framework of the Education Health and Safety Policy of Gateshead Council, for ensuring a safe and healthy working environment for all its staff, pupils and visitors.
2. The Governors and Head Teacher will take all steps within their power to meet these responsibilities. To this end they delegate to the Head Teacher as Health and Safety Manager.
3. The Governors and Head Teacher will review and develop standards of health and safety within the delegated responsibilities of the Resources sub-committee.
4. Staff who have been delegated by the Head Teacher as managers of others, having responsibility for particular aspects of the school, (for example as head of department or as site manager) have a duty to take all practicable measures to ensure that those under their management, or working in the areas for which they have responsibility, maintain all relevant legal requirements. They should contribute to the implementation and monitoring of the Health and Safety policies and procedures of the school. Staff with special responsibility should report all accidents, defects and dangerous occurrences to the Head Teacher. To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

Name:	Responsibility:
Gareth Bell	Site Manager
Caroline Cunningham	Business Manager
Andy Jones	Head Teacher

5. All employees have to:
 - co-operate with managers and co-ordinators on health and safety matters
 - not interfere with anything provided to safeguard their health and safety
 - take reasonable care of their own health and safety
 - report all health and safety concerns to an appropriate person (as detailed in his policy statement).



Staff Safety

All staff have the right to a safe working environment free from physical or verbal abuse. This will allow staff to do their jobs to the best of their abilities without the threat of mental or physical harm. Acceptable standards of behaviour and the appropriate action that must be taken if there is a real or perceived threat to the safety of any member of staff are outlined below.

Kelvin Grove Primary is a school in which everyone is accorded the respect due to them as a member of the school community.

Adult conversations should be conducted by both parties:

- with politeness
- with calmness
- without aggression in voice or action

In the event of a member of staff being or feeling threatened they should:

- Take reasonable steps to get support from another adult preferably a member of the senior leadership team
- Ask the person causing the threat to leave the school property
- Feel able to terminate the conversation reporting the events immediately to the most senior member of staff available who will investigate what has happened and speak to the person / people concerned to reinforce the terms of this school policy

In the event of a member of staff being physically assaulted they should:

- Immediately leave the meeting and seek a place of safety
- Make contact with the Head Teacher or the senior manager deputising for them

If an incident is reported to the Head Teacher or a senior leader, s/he will:

- Ensure that the member of staff is safe and that their well-being has been protected
- Investigate the events leading to the incident being reported
- Take steps to ensure that there is no repetition by contacting the person who is allegedly responsible for the assault and arranging to meet them to discuss what happened
- Decide if an order banning that person from the school's property is an appropriate course of action, ensuring that this is secured through the



school's legal services provider (in this case Gateshead Council) if this is necessary

- Report the incident to school's administrator who will record the incident online as per the Incident Reporting Procedure
- Report the incident to the Chair of the school's governing body.
- The Head Teacher will regularly remind the school community of this policy in letters and by means of signs around the school site.

EDUCATIONAL HEALTH AND SAFETY POLICY

- The Education Health and Safety Policy provides guidance and practical advice for all Head Teachers when dealing with health and safety issues that occur within their school/building. It assists Head Teachers in ensuring that employees, pupils and members of the public are not put at risk by the activities of the Council.
- A copy of the Policy is located on the School website and on the M-drive. A paper copy is available on request from the School Office.
- The Policy includes the following arrangements/codes of practice: -

1. Accident Reporting
2. Administration of Medicines
3. Infection Control and Communicable Disease Guidelines for Schools
4. Health Education
5. Asbestos (Currently Under Review)
6. Heating
7. Contractors and Visitors on Site
8. Control of Substances Hazardous to Health Regulations (COSHH)
9. Educational Visits and Outdoor Activities
10. Statutory Maintenance and Testing
11. Fire and Emergency Procedures
12. First Aid
13. Hiring of Premises
14. Major Incidents Procedure/School Closures
15. Manual Handling Operations
16. Minibuses
17. Playground Safety
18. Risk Assessment
19. Safe Access and Egress
20. School Security
21. Stress
22. Training
23. Use of Portable Scaffolding/Ladders/Step-Ladders (Access Equipment)
24. Vehicle Access
25. Violence at Work
26. Visual Display Units (VDUs)
27. Work Experience



28. Code of Practice for Health and Safety in Physical Education and Sport

Health & Safety risks arising from work activities

- Risk assessments will be undertaken by the Site Manager.
- The findings of the risk assessment will be reported to the School Business Manager.
- Action required to remove/control risks will be approved by the Head Teacher.
- The Health & Safety Governor will be responsible for ensuring the action required is implemented
- The Chair of Governors will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every year or when the work activity changes, whichever is the soonest.

Consultation with employees

- Employee Representative(s) are:

Jackie Clark

- The Trade Union appointed Safety Representative will liaise with the Head Teacher who is responsible for day-to-day management of all health and safety matters in school.
- They will investigate accidents and potential hazards within the workplace (whether or not they are drawn to their attention by the employees they represent) and to examine the causes of accidents in the workplace in accordance with the Safety Representatives and Safety Committee Regulations 1977.
- They will investigate complaints made by an employee they represent relating to health, safety and welfare at work.
- They will make representation to Head Teacher or Governors on matters arising from the above.
- They will carry out inspections of the workplace in accordance with Regulation 5 of the Safety Representative and Safety Committee Regulations 1977. The Safety Representative will give reasonable notice in writing of their intention to do so.
- They will represent employees they were appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority.
- They will attend meetings of safety committees, in their capacity as a Safety Representative and to receive information from inspections in accordance with section 28(8) of the Health and Safety at Work Act 1974.



Safe plant and equipment

- The Site Manager will be responsible for identifying all equipment/plant needing maintenance.
- Through the LEA repairs and maintenance buy back service, the School Organisation and Development within the Planning and Resources section will be responsible for ensuring effective maintenance procedures are drawn up.
- The Head Teacher, will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to the Site Manager

Safe handling and use of substances

- The Site Manager, will be responsible for identifying all substances which need COSHH assessment.
- Through the Building Cleaning buy back service Gateshead Council will be responsible for undertaking COSHH assessments relating to cleaning materials.
- The Site Manager, will be responsible for ensuring that all actions identified in the assessments are implemented.
- The Site Manager, will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Site Manager, will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed once per year or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- The Health and Safety Law poster is displayed on the Health & Safety Noticeboard in the staffroom and also in the school kitchen.
- Health and safety advice is available from the Health and Safety Adviser in Human Resources.
- The designated Educational Visits Co-ordinator is the School Business Manager.

Competency for tasks and training

- Induction training will be provided for all teachers and teaching assistants by the Deputy Head.
- Induction training will be provided for all lunchtime and administration staff by the School Business Manager.
- Specific jobs requiring special training are:



Job	Training	Person Responsible
Teachers, Teaching Assistants, Family Support Worker, Lunchtime Staff	Manual Handling	Gareth Bell/ Andy Jones
Teachers, Teaching Assistants	Step Ladders	Gareth Bell/ Andy Jones
VDU Users	Use of VDUs	Andy Jones
Appointed First Aiders	First Aid	Andy Jones
Appointed Medicators	Managing Medication in Schools	Andy Jones / Joanne Wilson / Jill Thompson / Lesley Hovells / Rachel Heaney
Breakfast Club Preparation/ EYFS Snack Preparation	Food Hygiene	
Teachers, Teaching Assistants, Family Support Worker, Lunchtime Staff	Team Teach	Andy Jones
Teachers, Teaching Assistants, Family Support Worker, Lunchtime Staff, Governors, Cleaners, Site Manager	Safeguarding	Andy Jones
Educational Visits Coordinator	EVC Training	Andy Jones / Caroline Cunningham

- Training records are kept in the Health & Safety File.
- Training will be identified, arranged and monitored by the School Business Manager.

Accidents, first aid and work-related ill health

- The first aid boxes are kept in each classroom and are located in the main hall and disabled toilets.
- Portable First Aid kits are also available for use during the lunchtime period.
- The appointed person first aiders are displayed in the First Aid Chart around the building.
- All accidents and cases of work-related ill health are to be recorded in the Council's accident book.



- All accidents requiring medical attention are recorded using the Council's on-line reporting system. The Administrator is responsible for completing these forms and submitting them to the School Business Manager who will then submit them to the Local Authority.
- Minor accidents involving children are recorded in duplicate books and a copy is shared with the parents/carers at the end of the school day. Duplicate books are kept in each classroom and in the portable First Aid kits used during the lunchtime period.
- All head bumps are immediately reported to parents/carers in accordance with the school's head bump procedures. They are advised of the accident, signs and symptoms.
- The School Business Manager is responsible for reporting accidents, diseases and dangerous occurrences to the LEA.
- For further information and guidance on First Aid, please refer to the school's *First Aid Policy*.

Monitoring

- To check our working conditions and ensure our safe working practices are being followed, we will complete the following activities:

Annual Risk Assessments

Health and Safety Walk conducted with Health & Safety Governor, Site Manager and Head Teacher/School Business Manager

Annual Asbestos Management Plan Review

5 yearly Fixed Wire Testing

PAT testing

Annual Fire Risk Assessment Review

Fire log book with up-to-date testing carried out and recorded

Monitoring of Gas safety

Monitoring Water Hygiene log book

EVOLVE Educational Visits monitoring

The School Business Manager is responsible for investigating:

- Accidents
- Work-related causes of sickness absences.



The Head Teacher is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures - fire and evacuation

- The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented.
- The Head Teacher organises regular fire drills on a termly basis. These fire drills are recorded in the Fire Log Book.
- Escape routes are checked by the Site Manager every week
- Fire extinguishers are visually inspected by the Site Manager once per month to check that they are in place and have not been tampered with – this is recorded in the Fire Log Book.
- Fire extinguishers are maintained and checked by Chubb through the Council's contract once per year
- Alarms are tested by the Site manager every week and logged in the Health and Safety File.