



**Aston Lodge  
Primary School**

Show Pride • Reach for the Stars

# Health and Safety Policy Statement

## February 2020

Review date: 20.02.20

Signed: S. Cronin

Head Teacher

Signed: ..... Chair of Governors

### Our statement of general policy is:

- to make adequate arrangements for the health, safety and welfare of the staff and pupils;
- to provide adequate control of the health and safety risks arising from our work 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; and
- to review and revise this policy as necessary at regular intervals.

## **RESPONSIBILITIES**

**Overall and final responsibility for health and safety is that of**

**S.Cronin (HT)  
(Chair)**

**Day to day responsibility for ensuring this policy is put into practice is delegated to Antony Brown (Site Manager)**

If the Head Teacher is not always there, or does not have time to manage on a day to day basis, you can delegate this role to someone else, e.g. Deputy Head Teacher, Head of Year, Premises Officer etc. Ensure that the person with overall responsibility is kept informed of health and safety matters – it will still be their overall responsibility

**To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas**

### **Name Responsibility**

All Classteachers Risk Assessments for school visits

### **Name Responsibility**

All Classteachers Risk Assessments for school visits

Delegate functions to people within your School either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions. Ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly. It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns they can be reported to the right person, so they can be dealt with. You may wish to insert a diagram or chart showing your management structure/arrangements.

**All employees have to:**

- **co-operate with supervisors and managers 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; and**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law. Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

**Risk assessments will be undertaken by Note undertaken by**

**Senior Leadership Team**

**All classteachers for visits and specific activities**

**SEND team for children with specific needs**

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

You will find some examples of key areas that you should consider, at the end of this guidance. The school model risk assessment file has also been designed to provide a useful starting point.

**The findings of the risk assessments will be reported to SLT School Visits Lead at Evolve**

**Action required to remove/control risks will be approved by Headteacher will be responsible for ensuring the action required is implemented.**

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments. You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date. Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable. Risk Assessments should be reviewed at least annually. You can find more guidance in HSE's free leaflets Five steps to risk assessment INDG163 (rev1) 1998 and A guide to risk assessment requirements: Common provisions in health and safety law INDG218 1996.

**Headteacher will check that the implemented actions have removed/reduced the risks**

**Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.**

## ARRANGEMENTS

### CONSULTATION WITH EMPLOYEES

**Employee Representative(s)**

#### **Note**

You must consult your employees. If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent. If you do not have trade unions, you must consult employees, either directly or through an elected representative.

You may decide to establish a school committee or another meeting as a forum for consultation. If you have a health and safety committee, you could list what it does, who is on it and how often it meets.

**Consultation with employees is provided by**

## **ARRANGEMENTS**

### **SAFE PLANT AND EQUIPMENT**

**Antony Brown will be responsible for identifying all equipment/plant needing maintenance.**

**Antony Brown will be responsible for ensuring effective maintenance procedures are drawn up.**

**Headteacher will be responsible for ensuring that all identified maintenance is implemented.**

**Any problems found with plant/equipment should be reported to**

**Antony Brown, or Sulina Ellinger (office administrator) will check that new plant and equipment meets health and safety standards before it is purchased**

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done. It is a worthwhile exercise to use a logbook to record the maintenance checks. When buying new or second hand plant and equipment, you must check it meets health and safety standards before buying it. You can find more guidance in HSE's publication Buying new machinery INDG271 1998

## **ARRANGEMENTS**

### **SAFE HANDLING AND USE OF SUBSTANCES**

**Antony Brown will be responsible for identifying all substances which need a COSHH assessment.**

**Antony Brown will be responsible for undertaking COSHH assessments.**

**Antony Brown will be responsible for ensuring that all actions identified in the assessments are implemented.**

**Antony Brown will be responsible for ensuring that all relevant employees are informed about COSHH assessments. Will check that new substances can be used safely before they are purchased.**

**Assessments will be reviewed every year or when the work activity changes, whichever is soonest.**

You must assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH) assessments. You should do assessments on all substances you use (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour) Your assessment should identify any health risks. If there is a risk you should take steps to remove or control the risk.

You can find more guidance in HSE's COSHH: A brief guide to the regulations INDG 136 (rev1) 1999 (free); COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 0 7176 2421 8 and the General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3.

## ARRANGEMENTS

### INFORMATION, INSTRUCTION AND SUPERVISION

**The Health and Safety Law poster is displayed at/leaflets are issued by Wickersley Partnership Trust (WPT) Health and safety advice is available From WPT – Buildings Manager Supervision of young workers/trainees will be arranged/undertaken/monitored by S. Cronin. S. Cronin is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.**

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety. You are required to have access to competent advice, either in house or, if not available, external. If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised. You must also do specific risk assessments for young people – you need to take account of their inexperience, lack of awareness of risks and immaturity. If your employees go to work for another employer on your behalf, you will need to check that they are given relevant health and safety information for that location by that employer/company.

## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

**Induction training will be provided for all employees by S. Cronin. Job specific training will be provided by Pulse First Aid. Specific jobs requiring special training is Handling Training. Training records are kept at/by Sulina Ellinger Training will be identified, arranged and monitored by S. Cronin/ WPT.**

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety. Employees will need job-specific training, which includes the health and safety aspects of the job. You also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly. Some jobs will require additional special training (e.g. manual handling, driving etc.) You may wish to refer to your school development plan. It is important to keep records of training (even training you have provided in-house) to show that employees have received training. You should monitor the training records, so that refresher training is given when necessary.

## ARRANGEMENTS

### ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance is required for employees doing the following jobs

Health surveillance will be arranged by Anthony Brown. Health surveillance records will be kept Anthony Brown, the first aid box is kept in the disabled toilet. There is also a first aid box kept in the nursery building and at least 1 number of the staff is paediatric first aid trained and the other staff have first aid training.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at School office, Sulina Ellinger. The following person is responsible for reporting accidents, diseases and dangerous occurrences to the RMBC Health and Safety section. S. Cronin

Employees must receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and some chemicals). This will identify any health problems early on so that action can be taken before an employee's condition worsens. Your COSHH assessments should identify all areas and the type of health surveillance needed. Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records as these are confidential. Providing immediate first aid can prevent minor injuries becoming major ones. As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE's free leaflets. First aid at work – your questions answered INDG214 1997 **and** Basic advice on first aid at work INDG215 (rev) 1997. Recording accidents (even minor ones) means you can see whether you have a problem in a particular area. You must report accidents to the Health & Safety Section of RMBC. Follow the procedures outlined in your accident book. Near misses must be reported in the near miss book and any action taken recorded.

## ARRANGEMENTS

### MONITORING

**To check our working conditions, and ensure our safe working practices are being followed, we will be responsible for investigating accidents. S. Cronin is responsible for investigating work-related causes of sickness absences S. Cronin is responsible for acting on investigation findings to prevent a Recurrence.**

You must be able to show that you are checking working conditions and systems of work, i.e. that you are monitoring health and safety. You can do this both actively and reactively, i.e. before and after something goes wrong.

**Actively** - you or other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, Caretakers report to Head Teacher documentation, near miss book monitoring, premises committee tour of school reports etc. Trade union safety reps have the right to carry out inspections and investigate accidents.

**Reactively** – you can investigate any accidents or sickness absences that occur. Investigating accidents is a useful way of reviewing your safety systems – ask yourself why the accident really happened and what you can do to stop

it happening again. Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill health.

When you find out what went wrong – put it right.

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

**Antony Brown is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked by/every Antony Brown every week Fire extinguishers are maintained and checked by/every Alarms are tested by/every Emergency evacuation will be tested Every term.**

You must carry out fire risk assessments, in the same way as you do for health and safety risk assessments. The School's Building Manager will assist in this process. For escape routes, extinguishers and alarms, you should state who checks, how often and also where they are based. The fire log book must also be completed. You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures termly. RMBC / CYPS run a number of courses around fire safety and emergency planning for further details contact Dean Fenton on 01709 254821.

### SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Legionella
- Display Screen Equipment (VDUs)
- Electricity
- Building / Maintenance work on site
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment, Educational Visits
- Site Security, Gas appliances
- Radiation

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

### FURTHER GUIDANCE

The following guidance booklets are available from the contact below:

- Five Steps to Risk Assessment
- A guide to Risk Assessment requirements
- Buying new machinery
- COSHH
- First Aid at Work
- Consulting employees on health and safety

### **FURTHER INFORMATION**

Further advice on completing this health and safety policy document is available from:

Dean Fenton or Sean Fiander

**Telephone:** 01709 254821

**Email:** [dean.fenton@rotherham.gov.uk](mailto:dean.fenton@rotherham.gov.uk)

**Telephone:** Sean Fiander

**Email:** [sean.fiander@rotherham.gov.uk](mailto:sean.fiander@rotherham.gov.uk)