

**GREAT OAKS SMALL SCHOOL**

**HEALTH AND SAFETY POLICY**

**HEAD TEACHER: JULIE KELLY  
HEALTH AND SAFETY LEAD: ANDY CRANE**

**CHAIR OF TRUSTEES: PENNY JACKSON  
HEALTH AND SAFETY TRUSTEE: JOHN GISBEY**

**DATE AGREED: June 2017**

**DATE OF NEXT REVIEW: June 2018**

**ALL STAFF HAVE ACCESS TO THIS POLICY AND SIGN TO THE EFFECT  
THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT**

## Health & Safety Policy

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# Health & Safety Policy

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## Introduction

A written health and safety policy is a statutory requirement where an employer employs five or more people. (Health and Safety at Work Act 1974)

Independent schools are not required to have regard to specific guidance on Health and Safety, however, in line with good practice, the Head Teacher and Trustees have written this policy with reference to the DFE guidance: Health and safety: Advice on legal duties and powers. For local authorities, school leaders, school staff and governing bodies (February 2014)

We believe that our students should be able to experience a wide range of activities and that Health and Safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life.

Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

All staff have a duty to look after their own and others' health and safety and to take care of students in the same way that a prudent parent / carer would do so.

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

The policy will be reviewed annually but will be amended if new legislation/procedures etc. make this necessary.

## Statement of Intent

Great Oaks Small School is committed to establishing and implementing arrangements that will:

- ensure staff and students are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.).
- ensure the premises for which they are responsible have safe access and egress for all staff, students and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage and transport of articles.
- provide suitable information, training, instruction and supervision to keep all staff, students and visitors safe.

## Responsibilities

The Board of Trustees, (the proprietor) as the employer, has a statutory duty in respect of health and to ensure that the premises and people are healthy and safe. This responsibility is devolved to the Head Teacher, who has day to day responsibility for staff, students and others.

The Head Teacher will ensure the overall implementation of the policy.

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## Head Teacher Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the Board of Trustees on a regular basis;
- To monitor and review all health and safety policies and procedures.

**NB:** Tasks may be delegated to other staff members but the responsibility remains with the Head Teacher.

## Board of Trustees Responsibilities

- Responsibility for the health and safety of students lies with the Board of Trustees of the school.
- The Board of Trustees will promote a strategic overview for health and safety.
- The Board of Trustees will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, students or visitors at risk while they are on the premises.
- The Board of Trustees will make adequate provision for maintenance of the school premises and equipment within the school's delegated budget.
- The Board of Trustees will support and monitor health and safety within the school.
- The Board of Trustees has appointed a Health and Safety Trustee to coordinate health and safety from a strategic point of view.

## Staff:

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the Head Teacher

## Consultation and Information

It is a legal requirement to consult with employees on health and safety. Health and Safety is a standing item on all staff meeting agendas.

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Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster. A copy of the Health and Safety Law Poster can be in the staff room.

The Head Teacher will supply adequate information, instruction and supervision for all staff, students and visitors to ensure their health and safety.

## Training

- Induction training will be ensured for all members of staff by the Head Teacher.
- Training will be identified, arranged and monitored by the Head Teacher and Board of Trustees
- Staff are also responsible for drawing to the attention of the Head Teacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

## Monitoring

- The Head Teacher will check working conditions and ensure that safe working practices are being followed. Regular (each term) inspections will be undertaken of the school building and grounds.
- The Head Teacher is responsible for investigating accidents and work-related causes of sickness and absences.
- The Health and Safety Trustee is responsible for acting on investigation findings in order to prevent a reoccurrence.
- The Health and Safety Trustee will undertake a programme of monitoring activities throughout the year to ensure the effective implementation of the policy. She will present written reports of her monitoring activities to the Board of Trustees. Copies of the reports will be included in the Trustee Monitoring File.

## ARRANGEMENTS

### School Activities

- The Head Teacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the Board of Trustees and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Head
- The Head Teacher will check that the actions taken have removed/reduced the risks
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Further information can be found in the following list of risks assessments, policies and procedures. Copies are available in the overarching Safeguarding File which can be found in the school office and staff room. Items marked with an asterisk will also be available on the school website.

## List of Risk Assessments, Policies and Procedures to complement this Policy

- Asbestos Management
- Bomb alerts – see Emergency Planning
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Drugs (including alcohol \*)
- Electrical Safety including Portable Appliance Testing
- Emergency planning
- Fire Safety Emergency Plan
- First aid policy \*
- Infection control
- Legionella
- Managing contractors
- Manual handling
- Off-site visits
- Supervision
- School events
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height
- Smoking policy
- Visitors
- Safeguarding policy \*

## Visitors

- All visitors are directed by clear signage, and must report to reception where appropriate arrangements for the signing in and out and visitor badges will be provided
- All visitors shall be made aware of the school's emergency procedures.

## Fire and Emergency Procedures

A Fire Risk Assessment has been carried out by an independent specialist and a copy is available as part of the Health & Safety Policy file.

Fire and Evacuation procedures are detailed in the Fire Safety Emergency Plan.

## Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements.

## First Aid Arrangements

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The Head Teacher will ensure that there are an appropriate number of designated and trained first aiders in the school. (See First Aid Policy)

**A list of first aiders can be found in every classroom and with the First Aid Policy**

**The first aid boxes are located at:**

- 1. In the wall cupboard opposite the boys toilet**
- 2. On the wall outside the Staff Toilet**
- 3. On the wall in the Science Room**
- 4. In the Staff Room**
- 5. In the School Office**

A first aid risk assessment will be carried out by the Head Teacher

**HSE Contact Details:**

**All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries only.**

**Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).**

Parent/carers will be asked to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

Parent/carers will be asked to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

## **Information Technology**

The Head Teacher will ensure that suitable arrangements are in place for the use of information Technology.

The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.

The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for students and staff, medical accommodation and indoor temperatures.

## **Safe Handling and Use of Substances**

The Head Teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

The Head Teacher or delegated responsible person will be responsible for undertaking COSHH assessments.

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The Head Teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. See annex 5

The Head Teacher will be responsible for checking that all new substances can be used safely before they are purchased.

COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

### **Inspection of Premises, Plant and Equipment**

The Head Teacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme. All identified maintenance will be implemented.

Routine checks may be undertaken by a combination of class teachers, trustees, caretaking staff and the Head Teacher using the checklists.

Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.

Where damaged asbestos is encountered or suspected, procedures, as laid down in the Asbestos Management policy, will be followed.

### **Asbestos Management**

A Contractors Induction Pack will be kept at reception and staff will ask all contractors to check and sign to say that they are aware of where the asbestos is within the building. The Head Teacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

### **Legionella Management**

The school will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments will identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

### **Oil Fired Boilers**

Heating Oil Storage and Management

The Head Teacher will ensure that there is an adequate risk assessment and spillage action plan in place to cover all eventualities in the event that the tank or bund fails or there is a release of heating oil during the delivery process, which causes heating oil to

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pollute the surrounding area or surface water drains and to share this information with all relevant staff.

### **Radon Management**

The Head Teacher has a duty to safeguard the health of their selves, staff and students so far as reasonably practicable. Monitoring of radon has been carried out in accordance with Public Health England guidance. Radon Testing was carried out from 12.01.2016 to 18.04.2016 in accordance with the recommendations of UKRadon and Public Health England using UKRadon Workplace Measuring Detectors. The radon measurements were analysed by UKRadon and the results indicate that the Radiation Regulations 1999 are unlikely to apply and that consequently there is no need for radon controls. The Head Teacher will ensure that further Radon Testing will be carried-out in the event of any future building works taking place, as recommended by UK Radon.

### **Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in classrooms/offices after normal school hours or during holiday times. Any member of staff working after hours must notify the Head/Principal and Premises Manager of their location and intended time of departure. Lone workers should not undertake any activities which present a significant risk of injury.

### **Manual Handling and Lifting**

The Head/Principal will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment unassisted. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

### **Working at Height**

The Premises Manager is responsible for the purchase and maintenance of all ladders in the school. All ladders conform to BS/EN standards as appropriate. The Premises Manager is also responsible for completing risk assessments for all working at height tasks in the school. Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted. Do not work at height when you are alone. If you are planning to use a step ladder ensure you erect it properly and have assistance to hold the ladder steady and pass you the materials you need. Your knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady you.

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## On-Line References

Emergency Planning Guidelines for Kent Schools (Assistance with this document can be found on Kelsi)

<http://www.kelsi.org.uk/running-a-school/maintenance-and-operations/emergency-planning>

Guidance on First Aid for Schools – A Good Practice Guide Managing Medicines in Schools and Early Years Settings

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

Incident/Accident Reporting

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>

COSHH Risk Assessments on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

Inspection Pro forma on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

Fire Policy and other linked Documents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire>

Heating Oil Storage and Management Checklist

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

Asbestos Policy and Docubox Contents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/premises-and-contractor-management>

List of Hazardous Substances on the Premises

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

Health and Safety of Pupils on Educational Visits

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum>