



The
Hawthorns
Primary School

Health and Safety Policy

Agreed and Adopted by the Governing Body on: 13th June 2023

Signed : J Dempster

The policy will be formally reviewed on: June 2024

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Appendix 1: Wokingham Borough Council Health and Safety General Statement

1. POLICY STATEMENT

The Headteacher of The Hawthorns Primary School fully accepts her responsibilities under the 'Health and Safety at Work Act 1974' to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The School is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The Headteacher will monitor this Health and Safety Policy and revise it as necessary.

The School is also committed to the safety of others, not employed by the School, who may be affected by the activities of the School.

This Statement, together with the following Health and Safety Policy, will be communicated to all members of staff via regular training sessions and through induction training for new staff. The policy is available for all staff to read on the 'P' drive of the School's computer system.

2. Responsibilities

2.1 Headteacher's Responsibilities

The general responsibilities of the Headteacher are listed in the Wokingham Borough Council safety manual. The Headteacher will ensure full compliance with all duties and responsibilities in the safety manual. This will include application of all relevant procedures as listed within the guidance sections of the manual. Wokingham Borough council has delegated all Health and Safety responsibilities to the Headteacher.

<https://wsh.wokingham.gov.uk/leadership/health-and-safety/health-and-safety-traded-service/manual/>

The Headteacher, together with the Governing Body, shall have responsibility for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Headteacher will work with the Governing Body and keep them fully informed of the Wokingham Borough Council policies affecting the health, safety and welfare of staff, pupils and other persons in their responsibility. The following points summarise the main responsibilities and duties of the Headteacher:

- To ensure that adequate resources are made available for the effective implementation of Wokingham Borough Council's Health and safety policy with regard to the staff, pupils, activities and premises on this School;
- To ensure preparation and regular review of a statement of safety policy and safe working practices appropriate to the school;
- To ensure preparation and regular review of an emergency evacuation procedure and arrange for periodic fire drills (at least once per term) and Lockdown (at least once an academic year);

- To ensure that the contents of this Health and Safety policy, procedures, manual and all relevant safety guidelines issued by Wokingham Borough Council are brought to the attention of all staff employed at the school;
- To ensure arrangements are in place for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- To report to the Corporate Head of Property any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe. The Headteacher should also make such interim arrangements as are reasonable in the circumstances to limit the risk entailed;
- To report to the Governors or the Corporate Head of Children's Services, as appropriate, any other situation identified as being unsafe or hazardous and which cannot be remedied from available resources;
- To ensure arrangements are made for the implementation of the Council's procedure for reporting accidents, contagious/industrial diseases and dangerous occurrences and draw these to the attention of all staff at the school;
- To remain aware of the level of compliance with health and safety requirements and the standards of health and safety management with regard to the staff, pupils, activities and premises by monitoring health and safety performance in a systematic manner;
- To ensure effective communications on health and safety matters exist between the school and the Borough Council Health and Safety Adviser;
- To ensure procedures are in place for managing fire safety and adequate precautions are implemented and complied with;
- To ensure nomination of Fire Officers, First Aiders and Visual Display Unit Assessors and provide adequate resources and training to establish an appropriate level of competence for these persons with regard to the staff, pupils, activities and premises;
- To ensure the correct assignment and communication of responsibility down through the Senior Leadership Team with regard to the staff, pupils, activities and premises;
- To ensure adequate provision of health and safety training for all staff, including appropriate training for temporary and agency staff, to ensure that they work safely, protecting themselves, colleagues, pupils, members of the public and the premises;
- To ensure appropriate training is provided in health and safety management for those staff in management roles so that they can fulfil their functions effectively, including induction training;
- To ensure that adequate health and safety policies, risk assessments and procedures are prepared and put into effect in respect of the staff, pupils, activities and premises and that they are reviewed systematically and revised as necessary;
- To establish and maintain effective means of communication and consultation on health and safety for the staff, pupils, activities and premises;

- To ensure that all decisions taken on health and safety matters are based on competent assessment of any significant risks to health and safety;
- To ensure health and safety inspections and audits are carried out at appropriate frequencies;
- To ensure the liaison with contractors working on site to ensure the safety of all persons exposed;

2.2 Governors

The Governing Body has overall responsibility to ensure that the Council's health and safety policy is effectively implemented, insofar as it is reasonably practicable to do so, with regard to the staff, pupils, activities and premises for which they are responsible. This will be achieved by:

- Ensuring health and safety is considered regularly, at least termly, (and more frequently should circumstances require) on the agenda of the Sites, Buildings, Health & Safety Committee meetings. Responsibility for monitoring the schools health and safety matters is included in the terms of reference of the Sites, Buildings, Health & Safety Committee, with a duty to report at least termly to the full governing body;
- Consideration of school safety issues in the School Improvement and Development Plan ;
- Ensuring adequate resources are available for compliance with health and safety legislation and to meet the standards set by Wokingham Borough Council;
- Ensuring a full safety inspection of the site is carried out each year with the full involvement of at least one member of the governing body;
- Periodical review of accident statistics by the governing body;
- Ensuring regular fire alarm checks and evacuation/lockdown drills are carried out by the school;
- Ensuring that any contractors appointed directly by the school are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or arising from any specific activities likely to take place, and that appropriate public liability insurance is in place;
- Ensuring that any other users of the school buildings (excluding staff) eg hirers have adequate health and safety training and appropriate public liability insurance.

2.3 Deputy Headteacher and Subject Leader Responsibilities

The Deputy Headteacher is responsible to the Headteacher for:-

- all health and safety matters of the school in the absence of the Headteacher;
- reporting to the Headteacher any problems or imminent dangers that they are aware of.

Subject Leaders of Science, Art, Design and Technology, Computing and Physical Education are responsible for the safety policy for their subjects (These are contained within such subject policy). In particular they need to ensure:

- The safety policies are reviewed periodically and brought to the attention of the staff;
- Risk assessments are carried out for all hazardous activities and records are kept;
- Regular equipment safety inspections are carried out where necessary;

Any problems that cannot be addressed by the Subject Leader for any reason should be reported to the Headteacher.

Subject risk assessments are reviewed annually.

2.4 The Site Controller

The Site Controller is responsible to the Headteacher for:-

- ensuring, so far as it is reasonably practicable, the safety and health provisions and procedures affecting cleaning, and grounds maintenance contractors are adhered to;
- ensuring that cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and properly stored when not in use;
- ensuring that COSHH (Control of Substances Hazardous to Health) assessments have been carried out, are up to date and filed in the COSHH file in the School Office;
- ensuring that all waste materials from the school are disposed of;
- maintaining a clean and effective boiler area;
- maintaining a high standard of housekeeping;
- monitoring and testing of internal and external (contractor) fire safety arrangements in consultation with the Headteacher;
- monitoring water temperatures for mains water, hot water and stored cold water as tested by an external(contractor) inspection;
- reporting to the Headteacher any problem or imminent danger associated with his/her responsibilities, as soon as it is practicable to do so.

2.5 Employees

All employees should familiarise themselves with the school's health and safety policy and:

- Ensure they observe all safety rules, work procedures and codes of practice at all times;

- Ensure they wear any protective clothing or equipment that is provided for any specific job;
- Ensure they correctly use any safety devices at all times;
- Report all accidents, 'near miss' incidents and damage to the Headteacher;
- Ensure that details of any accident, which caused bodily injury to them, is recorded in the accident book held in the School Office;
- Assist in the investigation of accidents and incidents by completing the appropriate forms etc;
- Report any defects in premises, plant, equipment, safety devices, protective clothing etc to the Headteacher or Site Controller;
- Set a good example to, and help in the training of, colleagues, especially young and inexperienced staff;
- Avoid taking unnecessary risks;
- Ensure neither their actions nor their negligence result in other staff, pupils or the general public being exposed to unnecessary hazards or risks.

2.6 Local Authority

The school is to ensure full compliance with all duties and responsibilities in the safety manual. This will include application of all relevant procedures as listed within the guidance sections of the manual.

<https://wsh.wokingham.gov.uk/leadership/health-and-safety/health-and-safety-traded-service/manual/>

Health and Safety Manual for Schools

Welcome to the online WBC Health and Safety Manual for Schools.

With the aim of protecting the health, safety and welfare of our employees, pupils and students, Children's Services requires each of its schools to develop, implement and maintain an effective health and safety management system. This manual has been designed specifically to help our Headteachers and their teams achieve this aim by providing clear and straightforward information tailored to reflect the school setting.

Good health and safety management supports the delivery of high educational standards and should be integrated into everything we do, however, although it is necessary to demonstrate legal compliance by being able to provide evidence, the Council does not want health and safety to become an administrative burden. On that premise, the manual's general approach is a pragmatic one.

With checklists to aid good management practice and guidance in the form of model health and safety procedures and example risk assessments that can be customised to suit your school, this evolving information source will help you secure compliance and meet our joint key objective – safe and healthy schools in the borough of Wokingham.

The Health and Safety online manual for schools is organised into a number of sub categories that are listed below. Click on the category you require to access the relevant documents.

Sub Categories

Asbestos	Caretaking and Cleaning
Construction	Consultation With Staff
Contractors	Curriculum
Display Screen Equipment	Driving
Electrical Safety	Emergency Plans
Finger Entrapment	Fire Safety
First Aid	Forms
Hazardous Substances	Incident Reporting
Legionella	Lone Working
Managing Health and Safety	Manual Handling
Mobile Communications	New and Expectant Mothers
Noise	Occupational Health
Outdoor Play Equipment	Personal Protective Equipment
Public Events	Pupil/Student Health and Safety
Risk Assessment	Safety Signs
Site Safety and Security	Stress Management
Swimming Pools	Training for Health and Safety
Useful Links	Vibration at Work
Violence at Work	Work at Height
Work Equipment	Workplace Health, Safety and Welfare
Young People at Work	

3. RISK ASSESSMENT

The Hawthorns Primary School recognises the importance of risk assessments; they are at the very core of the effective management of health and safety risks and are key when it comes to protecting the health and safety of everyone (staff, pupils, visitors, contractors) in the school.

Definitions

Risk assessment: simply a careful examination of what e.g. a task, location etc. in the workplace could cause harm to people in order to weigh up whether enough precautions have been taken or should more be done to prevent harm.

Hazard: something that has the potential to cause harm such as chemicals, electricity, working from a ladder etc.

The 5 steps to risk assessment

- Step 1** Identify the hazards
- Step 2** Decide who might be harmed and how
- Step 3** Evaluate the precautions
- Step 4** Record findings and implement them
- Step 5** Review the risk assessment and update if necessary

Arrangements and procedures

- The Health & Safety Administrator received training in risk assessment and is the school's nominated Risk Assessor.
- A risk assessment schedule is in place; it lists all the various risk assessments we need; prioritised by risk and the planned dates for completion and reviews.
- All our risk assessments are documented and held on the school's network drive
- Our aim is not to make risk assessments overly complicated.
- Staff will be given the opportunity to input into risk assessments and the findings will be shared at staff meetings.
- The Headteacher will approve all risk assessments.
- All risk assessments will be reviewed annually or sooner if the need arises e.g. following an accident or work-related ill health, new work equipment etc.
- If a staff member feels that a risk control is not effective and/or practical to comply with they must raise their concern with the Headteacher.
- Together with the Headteacher the nominated School Governor for health and safety will review the risk assessment programme each term.

4. Standards and Guidance in school

4.1 Asbestos

It is the policy of Wokingham Borough Council that no person to whom it owes a duty of care should be avoidably exposed to asbestos.

The School and the Council will ensure that the asbestos is managed so it remains in a safe state or, if this cannot be achieved, remove it such that there is no risk to users of the buildings.

Staff and contractors carrying out work in and on the school building will be informed of the presence of asbestos and required to work in such a way as not to disturb it. This requirement overrides all other instructions that may be given and staff and contractors must not take any action which could result in a release of asbestos fibres to the air.

The school has a policy for asbestos, along with an Asbestos Management Plan describing the arrangements in place for managing asbestos including the actions to be taken should an accidental release of asbestos fibres occur.

<https://wsh.wokingham.gov.uk/leadership/health-and-safety/manual/?categoryesct122dee116-9f96-49bc-b051-063daccb5510=5489>

4.2 Cleaning

Under the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended), the adequate cleaning of work premises is a legal requirement.

The staff, pupils and parents at **The Hawthorns Primary School** have the right to expect an attractive, clean and safe environment. The governing body is dedicated to ensuring the highest possible standards of cleanliness. Cleanliness contributes to the provision of a pleasant environment for pupils and staff, minimises the spread of infections and reduces the risk of infestations.

The school has a Cleaning Policy to work alongside the Premises Management Policy and this Health and Safety Policy.

4.3 Consultation

The Hawthorns places great importance on consulting and working in partnership with our staff towards improving health and safety standards. All staff are encouraged to get involved and have a say in health and safety at work.

- Health and safety will be a standard item on the agenda of all staff and management meetings;
- relevant health and safety information will be shared with staff and their representatives e.g. risk assessments and the associated safe working methods, training proposals etc.
- sufficient time will be allowed when consulting with staff on health and safety proposals to enable your views to be gained
- safety representatives will be invited to participate in the Headteacher's regular workplace inspections
- safety representatives will be released from their duties to attend the necessary training, meetings and to fulfill their functions
- the necessary facilities and assistance that safety representatives require to carry out their functions will be provided
- this policy will be brought to the attention of new staff during their induction

4.4 Contractors

The Hawthorns will ensure that health and safety and competence are key considerations in the selection of our contractors. Furthermore, we will take all reasonable steps to monitor contractors on site to ensure that the agreed safe systems of work are being followed and that all concerned, including staff, pupils and others, are protected from the risks associated with work taking place on the school premises.

Responsibilities

The Headteacher has the overall responsibility for the management of health and safety at our school. The day to day management of contractors, including acting as the point of contact and maintaining the oversight role, has been delegated by the Headteacher to *the School Business Manager or Site Controller*.

All school staff have a responsibility to bring to the attention of the Headteacher any shortfalls they identify in the school's health and safety arrangements. Should any employee come across any unsafe actions and / or unsafe conditions in relation to contractors and the work they are carrying out this must be brought to the attention of the Headteacher or *insert job title e.g. School Business Manager or Site Controller* without delay. Should any member of staff feel that the actions of a contractor are causing a situation of imminent danger to any person then the Headteacher empowers employees to intervene, stopping the work until the school's management team have been made aware and have had an opportunity to investigate the matter.

Our arrangements and procedures

When employing contractors the school will:

- select a suitable contractor, ensuring they have sufficient skills and knowledge to do the job safely and without risks to the health and safety of any person.
- always regard the presence of any asbestos containing material (or presumed asbestos) a key factor in the early planning stages of contracting work or carrying out work in-house. Refer to the school's asbestos management plan and procedure for more details.
- prior to the work going ahead, assess the risks of the work and consider the health and safety implications of the planned work.
- the contractor is also expected to assess the risks related to the contracted work they will be undertaking and will be required to do so within the context of our school.
- share information with our contractors and jointly consider any risks from both sides that could affect the health and safety of either workforces or anyone else.
- ensure the contractor signing in procedures, together with the liaison arrangements for the contractor and their operatives whilst on the site, is made clear and followed. Contractors will be issued with a copy of the school's 'Contractors health and safety' leaflet at the time of signing in and provided with the school's asbestos register with a request to review and check it. Contractors must acknowledge and sign to confirm they have seen and checked the asbestos register.
- take reasonable steps to monitor the activities of contractors to ensure they are working safely, following the school's safety rules and the agreed safe system of work. The *insert job title e.g. School Business Manager or Site Controller* will review records to ensure that the signing in procedures are being consistently adhered to and robustly followed.
- advise staff of any planned or unplanned works where this could affect them, pupils or others.

Council contractors

The responsibilities in terms of the local sharing of information and the management of contractors on the school site remains with the school.

Construction work

Where the school decides to progress a school managed construction project the Construction Design and Management Regulations 2015 (CDM) will apply under which the school will have specific duties to fulfil in the role of client. Before proceeding with such a project the school will seek specialist advice from Property.

4.5 Curriculum

Health and Safety guidelines for particular curriculum subjects will be found in the appropriate subject policies. These can be viewed on the 'P' drive of the school's computer system.

The risk assessments will be reviewed annually.

4.6 Display Screen Equipment

The Hawthorns will minimise the risks associated with display screen equipment (DSE) work by ensuring that work areas are well designed.

Definitions

Workstation: the term includes furniture, equipment and working environment

DSE User: someone who habitually uses DSE as a significant part of their work

HSE: Health and Safety Executive

VDU: visual display unit which is basically the same as a display screen

Arrangements and procedures

- The ICT Technician is the school's nominated Workstation Assessor
- DSE Users will be identified
- The Workstation Assessor will train and instruct DSE Users on how to use DSE safely and issue a copy of HSE guidance 'Working with VDUs'
- DSE Users are required to complete a Workstation Assessment form and return it to the Workstation Assessor
- The Workstation Assessor will check completed forms, assist the DSE User in resolving any difficulties and make recommendations to the Headteacher if necessary
- The Headteacher will approve completed Workstation Assessment forms
- The Workstation Assessor will arrange for assessments to be reviewed:
 - annually;
 - when major changes occur e.g. workstation re-sited
 - if health problems are being experienced possibly caused by DSE work
- Completed forms will be held on staff member's personal files
- DSE Users are entitled to eye and eyesight checks paid by the school
 - Seek approval from the Headteacher first

- Ask the optician to confirm the interval for the next test in writing
- Where an optician confirms in writing that a DSE User requires special spectacles specifically for their DSE work, the school will make a contribution to the cost - speak to the Headteacher **before** going ahead with the order

4.7 Electrical Safety

The Hawthorns School will control the risks from the use of electricity at work by implementing effective electrical safety arrangements to protect all users.

Definitions

Fixed electrical installation: lighting, wiring etc.

PEA: portable electrical appliances e.g. kettle, floor polisher etc.

User visual checks: visual check of PEA before use for any sign of physical damage or disrepair.

PEA formal visual inspection: recorded and undertaken by competent person.

PEA combined inspection and test (PAT Testing): carried out by an external competent person.

Competent person: someone who has successfully completed an assessed training course that has included the type of work involved.

- The school's risk assessments will identify electrical hazards and where applicable, suitable electrical equipment and electrical safety devices will be provided.
- On induction, staff will receive instruction on what to look for when carrying out a visual check of PEA; health and safety training records are kept.
- Periodically staff receive electrical safety reminders.
- Staff must carry out user visual checks before using PEA.
- The Site Controller is trained to conduct PEA formal visual inspections.
- Fixed electrical installation testing is organised directly by the school (the frequency is every 5 years), the test certificates are held in the main office.
- PAT combined inspections and tests carried out at appropriate intervals by a competent electrical contractor.
- All PEA is recorded on the PEA inventory held in the main office.
- The Site Controller is responsible for co-ordinating the PAT combined inspection and test programme.
- The School Business Manager will issue a notification to staff in advance of the programme to advise of the dates and request that all PEA is made available on those dates.
 - Electrical equipment not purchased directly by the school e.g. a donated item must receive authorisation from the Headteacher and be electrically inspected and tested by a competent person before use.
 - Staff are not permitted to bring into work domestic electrical appliances e.g. toaster, fan heater etc.
 - Staff must follow the school's defect reporting procedure for faulty electrical equipment – refer to the defect reporting section of this handbook for details.

4.8 Emergency Plans

The Rainbow Plan

Wokingham Borough Council requires each of its schools to put in place and keep up to date a set of management protocols for dealing with critical incidents that could occur either on the school's site or outside the school grounds, for example, an educational trip involving a road traffic accident during the coach journey.

The aim of the Rainbow Plan is to give guidance to enable schools to provide a structured response to, and manage and coordinate an emergency and to ensure continuity of service.

The Rainbow Plan has been set out to allow schools to customise the document to suit their arrangements and to facilitate immediate reference and use locally.

The Rainbow Plan for The Hawthorns can be found P:\Health and Safety

4.9 Finger Entrapment

In addition to the maintenance of school buildings and equipment, foreseeable hazards that present significant risks will be identified and the necessary controls implemented to protect people from harm. This requirement includes finger entrapment injuries in connection with doors and gates in school buildings.

The school will undertake a finger trap risk assessment and develop a local procedure describing arrangements for managing the risks including ensuring that those protective devices that have been fitted remain effective.

4.10 Fire Safety

Fire has the potential to not only cause harm to people but to also damage buildings and lead to the disruption of the activities that take place inside. The Hawthorns will take all reasonable steps to minimise the likelihood of fire risks being realised and to make sure that people can safely escape if a fire occurs.

The Headteacher is responsible for:

- the Competent Person for Building Fire Safety attends the necessary training specified by Property Services;
- using the initial fire risk assessment as the baseline, a Workplace Fire Risk Assessment Review will be carried out annually and action plans will be followed through; issues affecting fire safety and any shortfalls in the arrangements will be brought to the attention of the Health and Safety Governor as a matter of priority;
- appropriate fire detection, alarm and fire fighting equipment is installed, maintained and regularly tested by competent persons;
- evacuation routes are established and maintained with appropriate signs and notices displayed;
- a fire and emergency evacuation plan is developed for the school, communicated to all staff and regularly tested; refer to Appendix A, the school's plan;
- by undertaking Personal Emergency Evacuation Plans (PEEPs) special provision is made for those persons with special needs and those with mobility impairments so that they can be evacuated to a place of safety during an emergency;
- one practice drill will be carried out per term (this can include evacuations due to false alarms) with a wash up taking place after each to ensure lessons are learnt;
- in the case of an evacuation, the Headteacher (can name a suitable alternative) will act as the Emergency Co-ordinator;

- sufficient Fire Wardens are appointed and trained to effectively coordinate and assist in the deployment of the emergency evacuation plan;
- WBC Property Services are consulted before any material changes are made to buildings, equipment or escape routes;
- the school's Building Fire Log book is kept up to date and is available for inspection;
- delivered by the Competent Person for Building Fire Safety (an alternative could be one of the trained Fire Wardens) all staff will receive basic fire awareness training on induction and annually thereafter;
- all staff are made aware of their responsibilities to ensure that contractors and visitors know how to evacuate the building safely; and
- hirers will be made aware of the schools' fire arrangements and their responsibilities via the schools' hiring agreement.

4.11 First Aid and Accident Procedures

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

What is adequate will depend on the school's circumstances; therefore, the amount and type of first aid provision must be determined by an individual school assessment.

Employers do have responsibilities towards non-employees but are not obliged under the Regulations to provide first aid for anyone other than their own staff. In the case of schools, however, Wokingham Borough Council (WBC) has chosen to follow the recommendations made by the Health and Safety Executive (HSE) and the Department for Education (DfE) and requires for pupils and visitors to be considered and accounted for in the first aid provision in WBC community maintained schools, special schools and voluntary controlled schools.

Headteacher is responsible for:

- Carrying out an assessment of first aid needs and consider the type of first aid provision and training required
- Training first aid staff, record training and retrain when required
- Providing First Aid boxes where required
- Putting arrangements in place for checking and restocking first aid boxes including travelling kits where applicable
- Putting up notices advising staff of the first aid arrangements
- Covering first aid arrangements within induction training
- Keeping first aid treatment records
- Reviewing the assessment of first aid needs annually or sooner if changes occur
- The school has a First Aid Policy which documents the school's health and safety procedure for first aid provision.

4.12 Forms

The Health and Safety online manual for schools contains reporting and sample forms for schools to use regarding every sub section contained in Section 4. These should be referred to as and when required.

4.13 Hazardous substances

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide

a framework to help employers protect people in the workplace against health risks from hazardous substances. These may be paints, cleaning materials and chemical reagents used directly in the work, or they may be dusts, fumes and waste products which arise from the work; others may occur naturally, such as legionella in water systems.

COSHH lays down a sensible step-by-step approach to the necessary precautions; it sets out essential measures that employers and employees have to take to avoid harm.

COSHH applies to virtually all substances hazardous to health. The exceptions are asbestos and lead, which have their own regulations, and substances which are hazardous only because they are radioactive, asphyxiants, at high pressure, at extreme temperatures, or have explosive or flammable properties. Biological agents are excluded if they are not directly connected with the work as they fall outside the employer's control.

To comply with COSHH Headteachers are required to:

- Check there is a valid assessment already in place for each hazardous substance e.g. CLEAPSS Hazcard
- For hazardous substances not already covered, carry out a COSHH assessment, considering risks to pupils as well as employees, eliminating the risk if possible
- Ensure that the risk controls in place are adequate and monitor their effectiveness
- Ensure the control measures are used and maintained
- Prepare emergency procedures for accidents and incidents
- Provide staff with suitable and sufficient information, instruction and training; keep records of training
- Where pupils/students may be exposed to hazardous substances, provide adequate information and instruction on the risks and controls
- Maintain records of assessments and emergency procedures
- Document your local health and safety procedure for the control of hazardous substances.

4.14 Incident Reporting

Incident reporting plays an important role in ensuring the overall health and safety of staff, pupils and visitors to the school and, as such, the monitoring of incidents is vital in order to establish trends and prioritise resources.

The Headteacher is responsible for putting arrangements in place for incident reporting and to ensure that staff are aware of the requirement to report all work-related incidents and the procedure they should follow; the school Safety Co-ordinator or another suitable member of staff should oversee incident reporting.

All incidents, no matter how minor, should be appropriately investigated in order to establish the root cause(s) and suitable actions must be identified and taken to prevent a recurrence. The relevant risk assessments should receive an automatic review post an incident or near miss to ensure they remain effective. Refer to the Incident Investigation section of the online school's standards and guidance.

The Headteacher, together with the School Governor for health and safety, should review incident records periodically to establish emerging trends and determine the priorities for

resources related to the prevention of incidents. The Headteacher should ensure that staff are consulted with regarding incident trends and given the opportunity to input into the school's risk prevention strategies.

4.15 Legionella

Schools should deal with the legionella hazard and have an approach to managing the risks associated with this bacterium in hot and cold water systems.

Headteachers are responsible for:

- Nominating a 'Responsible Person' to carry out the routine water temperature checks and for general maintenance undertaken locally e.g. the regular de-scaling of shower heads and hoses
- Ensuring that your 'Responsible Person' receives training from WBC Operational Property and that training records are kept
- Maintaining the Site Log Book by keeping the results of your routine monitoring and regular maintenance
- For schools that close down for the holiday periods, following the flush through procedures prior to re-opening
- Ensuring that all maintenance work, additions and modifications to pipework carried out meets with statutory requirements
- Notifying WBC Operational Property of additions and modifications to pipework or other significant changes that may affect the current WBC legionella prevention risk assessment
- You and your 'Responsible Person' must be familiar with the 'WBC Action Plan Flow Chart Following Positive Sampling'
- Documenting your local health and safety procedure for the management and control of legionella

4.16 Lock down

Lockdown procedures are important and would be used in response to an internal or external incident which could be a threat to the safety of staff and children in the school. Lockdown is part of our Safeguarding procedures. A lockdown drill is carried out annually.

Lockdown procedures may be activated in response to any number of situations, these may be:

1. A reported incident, disturbance in the local community
2. An intruder on the site
3. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
4. A major fire in the vicinity of the school
5. The close proximity of a dangerous dog roaming close
6. Broadmoor Alarm

This is a procedure for keeping pupils safe by keeping them indoors in their classrooms or other safe locations.

This procedure also protects staff who could otherwise be drawn into a confrontation with a potentially violent intruder.

This procedure could also be used for an intruder within a school building, however in such cases a decision would be needed as to whether it is safer to evacuate and disperse children from the area, rather than keeping them in their classrooms.

4.17 Lone Working

There is no legal impediment to lone working but there will always be greater risks for lone workers without direct supervision or anyone to help them if things go wrong and for that reason it is important for the risks to be assessed with effective controls put in place and communicated.

Please refer to the school's policy on Lone Working.

4.18 Manual Handling

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either inanimate, such as a box, or animate, for example, a person.

The school agrees to work to a minimal lifting policy in all its work areas in order to ensure compliance with the Manual Handling Operations Regulations.

Headteacher is responsible for:

- From general risk assessments, identifying the activities that involve manual handling
- Where it is not possible to avoid hazardous manual handling activities, conducting manual handling assessments
- Considering where the level of risk requires staff to undertake training in manual handling techniques
- Communicating the outcome of manual handling assessments to staff
- Ensuring follow through on action plans
- Keeping records of assessments and training
- Reviewing assessments annually or sooner if required
- Documenting your local health and safety procedure for managing hazardous manual handling activities

4.19 Medication in schools

The Children and Families Act 2014 places a duty on governors to make arrangements for supporting pupils at their school with medical conditions, including the procedure to store and administer medication.

Please refer to the school policy 'Supporting pupils in schools with medical conditions'.

4.20 Mobile Communications

The use of mobile phones and devices can have significant benefits in relation to safety, efficiency and convenience of employers and staff in times of emergency and to assist with the management of Health and Safety, e.g. school site controller, school emergency mobile

However, the use of a mobile phone in regards to Health and Safety should be used in accordance with our schools Safeguarding Policy.

4.21 New and Expectant Mothers

Pregnancy should not be equated with ill health, it should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal, good health and safety management procedures.

The Management of Health and Safety at Work Regulations 1999 (MHSWR) require generally that risk assessments cover new and expectant mothers and where necessary, female workers should be informed of any additional risks that they may face if they become pregnant or are breast-feeding.

Recognising the extra vulnerability of pregnant and nursing mothers, MHSW requires a specific risk assessment to be made when a woman notifies her employer in writing that she is pregnant, has given birth in the previous six months or is breastfeeding.

The Workplace (Health, Safety and Welfare) Regulations 1992 place requirements on employers to provide rest facilities for workers who are pregnant or breastfeeding. The Hawthorns Primary School is committed to protecting new and expectant mothers at work and has delegated the responsibilities for doing so in its schools to the Headteacher.

This policy should be read in conjunction with the Family Care Policy.

4.22 Noise

The Control of Noise at Work Regulations 2005 applies to all workplaces

Where there is a risk that employees may have their hearing damaged by noise levels at work, employers must carry out an assessment of those noise levels and introduce appropriate measures to control the risk. Employees have duties under the Regulations too.

Headteacher is responsible for:

- Conduct a risk assessment if there are indications of a noise problem
- Implement noise reduction control measures
- Select suitable hearing protection and consult with staff
- Issue hearing protection to relevant staff; provide storage information, instruction and training
- Make sure staff are wearing their hearing protection correctly
- Provide health surveillance if required
- Keep your noise risk assessment under review
- Make it a policy to purchase quieter equipment and machinery wherever possible
- Document your local health and safety procedure for noise at work

4.23 Occupational Health

Under the Health and Safety at Work etc Act 1974 and related legislation, employers are required to protect the health, safety and welfare of their employees. This includes taking action to protect the health and well-being of employees after they return to work if they have become more vulnerable to risk because of illness, injury or disability.

Occupational health aims to provide and maintain the physical, mental and social well being of all employees and in doing so, help prevent people being made ill by their work through the provision of advice and support.

Headteacher is responsible for:

- ensuring risk assessments include risks to health along with appropriate control measures
- ensuring there a sickness absence reporting procedure in place
- ensuring that work-related sickness absence is noted
- ensuring staff made aware of the sickness absence reporting procedure on induction
- ensuring self certification sickness absence forms always completed
- ensuring sickness absence statistics reviewed regularly
- ensuring there are agreed arrangements for keeping in touch with staff that are off sick
- ensuring return to work interviews routinely conducted
- ensuring arrangements are in place for referring staff to occupational health
- ensuring arrangements are in place for providing emotional support
- ensuring there is a documented local health and safety procedure in place for occupational health

This policy should be read in conjunction with the schools Sickness policy.

4.24 Outdoor Play equipment

In the provision of outdoor play equipment in schools, there needs to be a balance between the benefit and the need for children throughout their physical and social development during their journey through school offset against our need to provide a safe and stimulating environment to play.

Accidents resulting from outdoor play equipment can often be linked to management failures for example, the purchase of unsuitable equipment, a poor design or layout, insufficient inspections and maintenance or a lack of supervision. All of these issues can be removed or limited with sufficient management documents and policies in place backed up with staff training and ongoing supervision and inspection.

Headteacher is responsible for:

- New equipment should meet European Standards for public use and come with written confirmation of compliance
- New equipment should be installed by a competent contractor with written confirmation of installations details and maintenance requirements which should be kept on file
- Before installation an onsite suitability study should be undertaken and a site risk assessment completed in conjunction with the playground supervisor
- Each school playground should develop a 'Playground management document' which should include reference to ongoing inspection of grounds and play equipment
- Actual play should be monitored regularly to ensure the measures in place are effective in controlling risks

- A regime should be in place for the ongoing maintenance and structural inspection of the play equipment including a daily site inspection prior to use by children; training should be provided
- Select a suitably competent person or contractor to undertake the competent person inspections and examinations
- Maintain records of inspections etc. on file
- Provision should be in place for a reactive maintenance and inspection budget to ensure faulty equipment, damage and misuse can be picked up and rectified immediately
- Site staff and management should undertake an annual review of risk assessments, or sooner if the need arises e.g. following an accident, a change to the play equipment etc.

4.25 Personal Protective Equipment

Headteachers have a duty to provide PPE to employees exposed to a risk at work, where that risk has not been controlled by other means. PPE should be viewed as the last resort in the hierarchy of control measures and must be used only where other precautions cannot adequately reduce the risk of injury.

The PPE provided must be suitable for the employee and be appropriate for the risks involved.

The Headteacher is responsible for :

- Where PPE is required, carrying out an assessment to identify PPE suitable to protect against the hazard and suitable for the job
- Involving staff and their representatives in the selection process
- Providing storage for PPE
- Putting arrangements in place for the maintenance and replacement of PPE
- Training and instructing staff on how and why they must use their PPE
- Keeping records of PPE issue
- Checking regularly to make sure that staff are using their PPE properly and in accordance with their training
- Documenting your local health and safety procedure for PPE

4.26 Public Events

Events at school provide an opportunity for staff, children, governors, parents and members of the public to get together and take part as a community and enjoy a wide range of activities.

The planning and organisation of these and other similar events is extremely important.

Where events are being organised and run by the school, including PTA events, as the responsible person the Headteacher is required to ensure that appropriate health and safety arrangements are in place to safeguard all those involved as well as the members of the public who come along to support the event.

In the case of a hiring scenario by a third party the Headteacher is required to decide on the event's suitability for the site and also to take all reasonable steps to ensure that the event will be properly managed and safely run.

The Headteacher's responsibilities:

- Appoint a safety co-ordinator and safety management team to assist with the planning, organising and monitoring of the event
- Set up an events folder to maintain all relevant safety documentation relating to the event, including any documentation from outside organisations
- Ensure events and activities are suitable for the site
- Conduct risk assessments to ensure all significant hazards are identified and appropriate control measures are implemented
- Ensure all providers are competent; check their safety documentation prior to the event to ensure arrangements are adequate, particularly for equipment such as trampolines, bouncy castles and for firework displays
- Ensure effective communication, co-operation and co-ordination between all parties
- Check your/their insurance policy to ensure it covers all activities taking place at the event
- Ensure there are adequate supervision arrangements in place
- Ensure procedures are in place for emergency evacuation, first aid, fire and accidents and major incidents
- Inspect the site prior to the event and ensure there are adequate numbers of event marshals to monitor and supervise on the day
- Document your local health and safety procedure for planning and organising public events

4.27 Offsite Activities

All visits must be arranged in accordance with the standards and guidance set out in the Wokingham Borough Council Off Site Activity Manual and with the prior approval of the Headteacher.

Activities involving activities with greater risks, an overnight stay or overseas visit must have the prior approval of the school's governing body.

The Headteacher is responsible for ensuring full compliance with the Council policy in relation to off site activities and must ensure that all such visits have been subject to a risk assessment, proportionate to the risks, before the visit takes place and that the necessary approvals have been received from Children's Services.

The Council subscribes to the EVOLVE system on behalf of its schools; EVOLVE is a web based educational visits management and approval software system. Support and training in the use of EVOLVE is provided by Children's Services. The local authority's approvals process is undertaken by a specialist competent consultant commissioned by Children's Services. Each school should have their own arrangements in place for planning and organising educational visits; this includes the designation of an Educational Visits Coordinator (EVC) and ensuring they attend an EVC training course run by Children's Services.

The current Wokingham Borough Council Off Site Activity Manual is available on the Wokingham Schools Hub; it reflects DfE and HSE guidelines but also includes local standards and approval procedures which are mandatory health and safety requirements for WBC schools.

<https://wsh.wokingham.gov.uk/leadership/health-and-safety/off-site-activity-manual/>

EVOLVE support along with requests for further advice in respect of off-site and outdoor activities involving greater risks should be directed to Children's Services.

This policy should be read in conjunction with our Offsite Activities policy

4.28 Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to provide safety signs if there is a significant risk that cannot be avoided or controlled in any other way, such as through safe systems of work or engineering controls.

In determining when and where to use safety signs, employers must take into account the results of the risk assessment made under the Management of Health and Safety at Work Regulations 1999. This assessment should identify the significant hazards, the risks associated with those hazards and the control measures to be taken.

There is no need to provide safety signs if they do not help in reducing the risk or if the risk is not significant. This applies to all places and activities where people are employed.

Taking into account the findings of the school's risk assessments, Headteachers should, where necessary:

- ensure that appropriate safety signs are in place where there is a requirement
- use road traffic signs in workplaces to regulate road traffic, for example, the maximum speed on site
- all signs should be properly maintained, be fixed securely and be sufficiently large to be clearly seen
- explain unfamiliar signs to employees and tell them what they need to do when they see safety signs

4.29 Site Safety and security

Vehicle movements on any site can pose a hazard to pedestrians, however, in the case of schools, the concentration of vehicles and pedestrians at key times such as the start and end of the school day can heighten the risks increasing not only the likelihood of incidents and injuries but also the outcome in terms of severity.

To reduce the risks drivers and pedestrians should know exactly what is expected of them and by law every workplace must be organised so that pedestrians and vehicles can circulate safely.

With a strategic role to fulfill, the Governing Body is required to ensure that a site traffic movements risk assessment is carried out and that a school specific traffic management plan is developed, adopted, monitored and reviewed periodically

Staff are expected to swipe in and out through the access system, sign the staff register on arrival and wear a blue staff lanyard whilst in the school. Staff are responsible for the security of their own personal items.

All visitors are expected to report to reception immediately on arrival. They are required to sign the relevant register. Visitors are issued with an appropriate lanyard for identification.

Red- NON DBS Visitor

Black- Governor
Green- PTA/volunteer/Visitor (DBS checked)
Yellow- contractor

Any person (other than a member of staff) on the school site not in possession of a visitors' badge can be challenged and, if necessary, asked to leave.

All staff and visitors must sign themselves out on the relevant register.

All school equipment with a value in excess of £100 (or attractive and portable items) should be security marked and recorded on the School Inventory. The Inventory is subject to annual review.

Pupils are discouraged from bringing valuables into school.

Parents are encouraged to identify pupils' clothing by securing name-tags to them.

All cash should be stored in the School Safe.

4.30 Stress management

The Hawthorns is committed to protecting the health, safety and welfare of its employees and, recognising that workplace stress is a health and safety issue, acknowledges the importance of identifying and reducing workplace stressors.

The school aims to take positive measures to manage work-related stress effectively and to create an environment where work-related stress is managed out of the organisation as far as is reasonably practicable but, where it does become an issue for individual employees, they are encouraged to seek relief and support.

The responsibility for managing stress in the workplace is delegated to the Headteacher.

Schools are required to document a local stress policy.

4.31 Swimming Pools

The Hawthorns Primary School does not have a swimming pool.

4.32 Training

Preventing accidents and ill health caused by work is a key priority for The Hawthorns and ensuring that all employees are confident and competent to carry out their duties in a safe and healthy manner is an important part of achieving that aim.

The Headteacher is responsible for ensuring that their staff, including temporary workers, receive the necessary health and safety training to enable those individuals to be competent and confident in respect of fulfilling their duties and carrying out activities relating to work.

Sufficient provision should be made for health and safety training resources including school budgets.

Adequate local training records must be made and retained on school files.

Health and Safety training is included as part of the Induction process.

4.33 Vibration at work

If the risks are not properly controlled, prolonged and regular work with high-vibration hand-held tools can have a serious effect on the hands and arms of users.

Without effective controls, employees using such equipment are at risk to their health; therefore, the requirements of the Control of Vibration at Work Regulations 2005 must be complied with in order to eliminate or reduce those risks.

4.34 Violence at work

The school recognises that members of the public, employees, school pupils, etc. may be exposed to the risk of violence. It will, therefore, ensure that steps are taken to identify, take action to control or prevent the risk of violence occurring at work, so far as is reasonably practicable, and to institute control measures to provide appropriate support should violence occur.

The Hawthorns will not tolerate abusive or violent behaviour between or by its employees, or to its employees. If violence between or by employees occurs then the disciplinary procedure will be implemented with appropriate action being taken against the perpetrators.

The Hawthorns will not tolerate abusive or violent behaviour from pupils towards employees. In such an instance, the school's policy on Behaviour Management will be instigated.

4.35 Working at height

The Hawthorns recognises that falls from height at work, even from low heights, can have serious consequences and will do all that is reasonably practicable to prevent such an occurrence from happening. To that end all work at height activities undertaken in school must be properly planned, supervised and carried out by competent people.

The Headteacher is responsible for ensuring safety whilst working at height. This includes the carrying out of suitable and sufficient work at height risk assessments and, where it is not possible to avoid work at height, then to ensure that safe systems of work are devised together with the provision of the right type of work equipment/access equipment and its proper use by suitably trained persons.

The Headteacher responsibilities:

- Avoid work at height wherever possible
- Where avoidance is not possible, risk assessments should be carried out by a trained risk assessor
- Devise a safe system of work for each work at height activity
- Provide sufficient and suitable access equipment with proper and secure storage arrangements
- Train staff and keep training records
- Keep a ladder inventory
- Ladders and stepladders to be formally inspected every 3 months
- Ensure that access towers are erected, dismantled and checked and used by competent people
- Ensure that school access towers are formally inspected annually
- Document your local health and safety procedure for preventing falls whilst working at height

4.36 Work Equipment

Wokingham Borough Council requires its schools to take reasonably practicable steps to ensure safety when purchasing, using, cleaning or maintaining work equipment. This responsibility has been delegated to Headteachers.

- Control the purchase of work equipment to ensure that it is fit for purpose and suitable for the intended use
- Ensure that the risks created by the use of work equipment are properly assessed with suitable action taken to eliminate or control the risks
- Ensure that work equipment is maintained and formally inspected by a competent person
- Keep records of maintenance on work equipment and inspections
- Provide adequate information, instruction and training to users of work equipment
- Put monitoring measures in place to ensure the safe systems of work are being followed and that guards and protection devices are in place
- Document and communicate your local procedure for defect reporting
- Document and communicate your local health and safety procedure for the selection and safe use of work equipment

4.37 Workplace Health, Safety and welfare

The Workplace (Health, Safety and Welfare) Regulations 1992 expands on general duties that are intended to protect the health and safety of everyone in the workplace by ensuring that adequate arrangements are put in place.

This guidance sets out the key requirements and includes a workplace inspection checklist to assist Headteachers audit workplaces under their control.

The Headteacher or their safety co-ordinator is required to carry out a workplace inspection at least once every term and should be accompanied by a safety / staff representative and, where it is possible, the designated School Governor for health and safety. An inspection checklist is available on the schools hub.

In addition, to ensure a proactive approach to workplace safety, local arrangements should be put in place for daily hazard spotting checks.

4.38 Young people at work

When employing a young person under the age of 18, whether for work, work experience, or as an apprentice, employers have the same responsibilities for their health, safety and welfare as they do for other employees.

Young people, especially those new to the workplace, will encounter unfamiliar risks from the jobs they will be doing and from the environment they are working in. All employees, including young people, are at particular risk of injury in the first six months of commencing their employment as they may be unaware of existing or potential risks.

Young people may lack the experience or maturity or could be unaware of how to raise concerns. They may also not have reached physical maturity and, therefore, lack the strength demanded to carry out their job. They may be eager to impress or please people with whom they work.

Everyone involved in the employment of young people needs to understand how legislation applies to young people and the risks that may be exposed to at work.

Ensure general risk assessments have been conducted and that

- they cover young persons requirements
- Ensure an appropriate induction and training is arranged for young person; keep records
- Ensure appropriate supervision is in place; check on progress
- Appoint a mentor for the young person
- Ensure young person understands the information and training they have received; repeat training as necessary
- Monitor and review arrangements for young person on a regular basis
- Document your local health and safety procedure for young people at work

5. Premises management

For maintained schools, both local authorities and schools have responsibilities for the regular repair and maintenance of the premises. It was agreed by the governing body that this Health and Safety Policy covered the legislation and compliance requirements for monitoring of council buildings.

HEALTH AND SAFETY AT WORK POLICY

GENERAL STATEMENT

Wokingham Borough Council recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 and gives its full commitment to doing everything reasonably practicable to protect the safety, health and welfare of all its employees and other persons whose health and safety may be affected by the Council's activities. The Council will take reasonable steps to ensure that its contractors and partners in service provision conduct their activities in a manner that is safe and without risk to health.

High standards of health and safety are an integral part of our organisation's vision, values and performance standards; we are committed to the continuous improvement of our health and safety systems, building a positive health and safety culture for the benefit of our employees, customers and the efficiency of our service delivery.

It is the Policy of the Council, in so far as it is reasonably practicable:

- To provide and maintain equipment and systems of work that are safe and without risks to health.
 - To ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - To provide a competent source of health and safety advice to managers and headteachers and to supply such information, instruction, training and supervision as is necessary to provide for the health and safety at work of our employees.
 - To maintain all places of work under the Council's control, including means of access and egress, in a condition that is safe and without risk to health and to provide appropriate facilities for welfare.
 - To provide for the identification and assessment of health and safety risks and to eliminate or control those risks.
 - To comply with the statutory requirements as a minimum standard of health, safety and welfare of employees at work and all others towards whom we have statutory health and safety obligations.
 - To ensure that the roles of managers and headteachers towards health, safety and welfare are defined with responsibilities clearly assigned and communicated.
 - To ensure that our employees are aware that they have a duty to work safely and to co-operate in all matters that affect their health and safety at work.
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The Council recognises the link between efficiency and safety and health and aims to minimise the costs, losses and disruption which arise from work related accidents, ill health and dangerous occurrences.

Appreciating that consulting and working in partnership with our employees on health and safety matters is important in creating and maintaining a safe and healthy work environment, the Council will maintain suitable arrangements for joint discussion and employee involvement.

In order to ensure that adequate financial, human and other resources are made available for the effective implementation of this policy, procedures and systems will be maintained to monitor health and safety performance with all necessary feedback provided to members, managers, headteachers and staff representatives.

Each maintained school, service, service team or work site, whichever is most appropriate, will produce, document and maintain local health and safety arrangements i.e. the local roles and responsibilities for health and safety together with the systems and procedures to put into practice the Council's Health and Safety Policy. Managers and headteachers are responsible for ensuring that the Council's Health and Safety Policy, the corporate health and safety manual and local health and safety arrangements are brought to the attention of all employees, whether permanent or temporary, agency workers or those on fixed term contracts.

The Council's strategic plan for health and safety will be further developed and maintained with corporate objectives set annually and progress measured regularly to ensure continuous improvement in our health and safety performance. The Council's current key health and safety priorities are violence at work, lone working and the selection and management of contractors.

In conclusion:

**HEALTH AND SAFETY IS THE RESPONSIBILITY OF MEMBERS,
GOVERNING BODIES AND ALL EMPLOYEES AT EVERY LEVEL.**



Manjeet Gill
Interim Chief Executive



Cllr. John Kaiser
Borough Mayor

Date: July 2018
Review date: June 2019