

# ORMESBY PRIMARY SCHOOL



# HEALTH AND SAFETY POLICY

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# Introduction

**The aim of this Policy is to ensure the effective management of Health & Safety and Welfare of staff, pupils and visitors within Ormesby Primary School in compliance with the Health & Safety at work Act 1974, the Management of Health & Safety at work Regulations 1999 and other statutory provisions.**

The Head Teacher is the responsible person to maintain and ensure best practice Health & Safety within the School in conjunction with the Governors and the Health & Safety Advisors within Redcar & Cleveland Council.

All staff will be given instruction and training in Risk assessments through the school's training arrangements so as to be competent to discharge such duties and responsibilities without significant risks to themselves or to others.

All those involved in school activities must be consulted on Health and Safety matters and discussed within regular forums under the agenda item of Health & Safety.

Risk assessments will be undertaken at regular planned times to ensure a safe place of work.

The auditing of systems and assessments will be carried out in a systematic way and action taken as and when required.

**As Head Teacher I recognise the importance of Health and Safety and will implement the guidance and legislation.**

# Policy Objectives

These are the school's objectives:

- To work towards the identification of any significant hazards and prevention of occupational injury or ill health to all involved in or affected by the school's activities.
- To ensure that high standards of housekeeping are maintained so those using premises are not subjected to unacceptable risk as a result of activities of those working for the school.
- To actively manage Health and Safety and to have agenda items on a regular basis on Health & Safety to ensure constant awareness amongst all employees.
- To ensure that contractors and agents follow the appropriate safe working practices of the school set out in the school's Policies.
- To maintain an annual formal review of achievement of those objectives and to implement improvements where necessary to enable them to be met.
- To appoint Safety Representatives to provide such facilities and assistance as they may reasonably require to fulfil their functions.
- To develop and maintain a proactive Health and Safety culture and set standards for continuous improvement in matters of Health and Safety. The school will achieve this by:
  - 
  - maintaining effective systems of **communication** on Health and Safety matters with the support of the Health and Safety Officer and the Premises Committee.
  - ensuring that there is sufficient **competency** within the organisation in terms of Health and Safety support and advice.
  - establishing and maintaining **control** by setting clear Health and Safety objectives and providing strong leadership.
  - securing **co-operation** between individuals, safety representatives and working groups.

## Organisational Responsibilities

<b>WHO:</b>	<b>INCLUDING:</b>	<b>RESPONSIBILITY:</b>
Health and Safety <b>Policy Makers</b>	School Governors and Head Teacher	Overall responsibility for producing policy on Health and Safety at this level, and to promote and maintain the school's Health and Safety management system. Making sure that this Policy is taken into account, when organisational decisions are to be made.
Health and Safety <b>Planner</b>	Head Teacher/Deputy	Responsibility for developing and maintaining policies and procedures to achieve corporate and thematic objectives. Putting in place an annual plan for Risk Assessments for the identification, elimination and control of hazards within their area of concern.
Health and Safety <b>Implementers</b>	Head Teacher/Deputy	Responsible for implementing policies and procedures at a local level. Making sure that risk assessments are carried out, and that workplace precautions developed in order to control risks are implemented.
Health and Safety <b>Assistance and Audit</b>	H&S Officer/ Co-ordinators/ Teachers	Assistance comes from those who are competent and trained to provide advice, information and support with regards to the management of Health and Safety and the requirements of associated legislation.

# ORGANISATION

## 1. **Governors and Head Teacher (Health & Safety Policy Makers)**

- 1.1 To oversee the implementation of the School's Health and Safety Policies.
- 1.2 To actively support staff in their allocated responsibilities.
- 1.3 To support at all times the objectives of the School's Health and Safety Policies.
- 1.4 To demonstrate commitment by taking a proactive approach in Health and Safety matters.
- 1.5 To ensure that all staff in the School are aware of and undertake their duties and responsibilities with regard to Health and Safety.
- 1.6 To allocate resources/training events to enable the requirements of this policy to be fulfilled.
- 1.7 To ensure that procedures are in place for all employees to receive necessary Health and Safety training, and in particular to ensure that detailed Health and Safety information, through an induction programme, for instruction and training is given to all new employees.
- 1.8 To monitor and review the effectiveness of this policy.
- 1.9 To be aware of statutory Health and Safety requirements sufficient to discharge these duties.
- 1.10 To discuss any actions required with regard to Health and Safety concerns raised by any staff within the School.
- 1.11 To support at all times the intent of this Policy to secure the Health and Safety of employees and others.
- 1.12 To Ensure all staff take reasonable care of the Health & Safety of themselves and others who may be affected by the action they take or fail to take.

## 2. **Head Teacher/Deputy (Health & Safety Planner)**

- 2.1 To be familiar with the content of the School's Health and Safety Policies, the Health and Safety at Work Act 1974, the Management of Health & Safety at work regulations 1999 and other Health and Safety legislation and policies affecting their area of work.
- 2.2 To demonstrate commitment by taking a proactive approach in Health and Safety matters, ensuring that Health and Safety is a standing agenda item at team meetings.
- 2.3 To ensure their managers and supervisors carry out their Health and Safety duties, Risk Assessments and responsibilities.
- 2.4 To ensure that all hazards within their area of responsibility are assessed, identified, control mechanisms put into place and then re-assessed to ensure compliance.
- 2.5 To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
- 2.7 To ensure that all works undertaken within their area of responsibility take into account the Health and Safety of any person likely to be affected by such works, including employees and non-employees.
- 2.8 To ensure the effective use of resources available to achieve Health and Safety objectives/training.

- 2.9 To bring to the attention of the Head teacher any inadequacy in the allocated resources.
- 3.0 To ensure that Health and Safety training needs are identified for all employees within their area of responsibility.
- 2.10 To ensure that employees attend Safety training identified as being necessary, including induction training.
- 2.11 To ensure that competent persons are nominated to implement and meet the requirements of any relevant Health and Safety legislation.
- 2.12 To ensure that adequate monitoring of Health and Safety standards is undertaken.
- 2.13 To ensure that incidents e.g. accidents, near misses, violence and aggression are properly reported, investigated and actions taken to avoid/reduce recurrence.
- 2.14 To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities or safe working practices as laid down in policies and procedures.

### **3. Nominated Officers (Health & Safety Implementers)**

- 3.1 To be familiar with the content of the School's Health and Safety Policies, the Health and Safety at Work etc Act 1974 the Management of Health & Safety at work regulations 1999 and other Health and Safety legislation and policies affecting their area of work.
- 3.2 To ensure that all hazards within their area of responsibility are identified.
- 3.3 To carry out risk assessments for their area of work in compliance with the guidance. To ensure that risk assessments are properly recorded and that control measures are implemented.
- 3.4 To involve relevant employees in the risk assessment process. To ensure that the necessary control measures identified during the risk assessment process are implemented.
- 3.5 To monitor and review all risk assessments according to the level of risk identified.
- 3.6 To ensure that all works undertaken within their area of control take into account the health and safety of any person likely to be affected by such works, including employees, pupils and visitors.
- 3.7 To ensure that all employees working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to themselves or others.
- 3.8 To provide local Health and Safety information, instruction and training to supplement any other Health and Safety induction received by new employees.
- 3.9 To ensure that all employees receive briefings in respect of identified risks and control measures.
- 3.10 To ensure that all employees follow the policies and procedures set out in this document.
- 3.11 To operate reporting procedures for hazards, risks and incidents.
- 3.12 To ensure that equipment is properly used and that a system of reporting defects is maintained.
- 3.13 To stop any work where they consider there is imminent risk.
- 3.14 To ensure that adequate monitoring of Health and Safety standards is undertaken.

- 3.15 To ensure that all incidents (accidents, near misses, violence and aggression) are reported, investigated properly and actions taken to avoid/reduce recurrence.
- 3.16 To inspect and monitor the operations and activities under their control, in accordance with the Policy, and take necessary remedial action.
- 3.17 To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities or safe working practices as laid down in policies and procedures.
- 3.18 To seek appropriate advice/training on Health and Safety matters.
- 3.19 To demonstrate commitment by taking a proactive approach in Health and Safety matters.

#### **4. TEACHERS/FIRE SAFETY WARDENS (Health & Safety Assistants)**

- 4.1 To be familiar with the content of the School's Health and safety Policies, the Health and Safety at Work etc Act 1974 the Management of Health & Safety at work regulations 1999 and other Health and Safety legislation and policies affecting their area of work.
- 4.2 To ensure that risk assessments are completed for the work activities under their control, as directed by the Head Teacher.
- 4.3 To monitor and review all risk assessments according to the level of risk identified.
- 4.4 To involve employees in the risk assessment, monitoring and review process, ensuring that control measures are implemented.
- 4.5 To ensure that safe working practices are followed, and if necessary written instruction is given to employees.
- 4.6 To receive training and maintain their own level of competence to fulfil specific responsibilities in their area of control.
- 4.7 To ensure that all employees follow the policies and procedures set out in this document.
- 4.8 To ensure the reporting of hazards, risks and incidents.
- 4.9 To ensure that equipment is properly used and that a system of reporting defects is maintained.
- 4.10 To stop any work where they consider there is imminent risk.
- 4.11 To investigate and take action on complaints and hazards that employees have identified.
- 4.12 To demonstrate commitment by taking a lead in Health and Safety matters.

#### **5. All Employees**

- 5.1 To be familiar with the contents of the School's Health and Safety Policies and any other policies affecting their area of work.
- 5.2 To assist as required with the carrying out of risk assessments.
- 5.3 To report to their manager any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.
- 5.4 To attend training as directed and all briefings in respect of matters of Health and Safety, and act upon the information, instruction and training given.



- 5.5 To report to their manager or supervisor if for any reason instructions on Health and Safety cannot be implemented.
- 5.6 To cease work where there is imminent danger of harm, and to report immediately to their manager.
- 5.7 To use all plant, equipment, personal protective equipment and clothing in a safe manner and in accordance with instructions provided.
- 5.8 To report to their manager or supervisor, equipment defects in accordance with established systems.
- 5.9 To report anything where maintenance or repair is necessary.
- 5.10 To report to their manager or supervisor, defects, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
- 5.11 To co-operate with Health surveillance where a formal system has been identified as necessary.
- 5.12 To ensure that all employees follow the policies and procedures set out in this document.
- 5.13 Not to interfere with or misuse anything provided for health, safety or welfare.
- 5.14 To seek and offer advice as appropriate to improve Health and Safety performance.
- 5.15 To behave in a manner at all times so as not to put themselves or others at risk.

## **6. Health and Safety Officer**

- 6.1 The Health and Safety Officer will co-ordinate and monitor this Policy and inform the Head Teacher of any failure in its implementation.
- 6.2 To conduct internal audit exercises to monitor policy implementation.
- 6.3 To advise on planning for Health and Safety including the setting of realistic short and long term.
- 6.4 To inspect sites, premises, places of work, systems of work and report their findings.
- 6.5 To investigate as necessary or assist in the investigation of accidents, incidents or work related illness.
- 6.6 To assist in the identification of Health and Safety training needs and the delivery of training.
- 6.7 To provide training and information on health, safety and welfare matters for the School.
- 6.8 To receive and report incidents to the Health and Safety Executive in accordance with "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995".
- 6.9 To liaise with the School's Head Teacher any of the following:
  - accidents, diseases or dangerous occurrences reportable under "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations"
  - Accidents occurring at work where staff are off sick for more than 3 days due to the accident
  - Hospitalised for more than 24 hours due to an accident at work

- cases of industrial disease
  - fires
  - instances where enforcement notices are issued by the Health and Safety Executive or Fire Authority
  - any serious incident, including 'near misses', which could have resulted in serious injury.
- 6.10 To take appropriate action where, in his/her opinion, there is imminent risk of injury or ill health to any person. Such action may include the closure of premises or part thereof or the giving of instruction to cease activities.
- 6.11 To advise on formulating and developing Health and Safety Policies, not just for existing activities but also with respect to new acquisitions or processes.
- 6.12 To advise the School on promoting a positive Health and Safety culture and securing the effective implementation of the Health and Safety Policy.
- 6.13 To attend relevant Health and Safety Committees and Risk Management Groups as required.
- 6.14 To review performance and audit the whole Health and Safety management system.

# Arrangements for Health and Safety

## 1. Policy Review

This Health and Safety Policy will be reviewed annually.

## 2. Competent Persons

2.1 Competent persons are defined as people with sufficient training and experience or knowledge and other necessary qualities to enable them to apply the provisions of Health and Safety legislation.

2.2 Appropriate training will be given to enable them to fulfil this role i.e. Nominated Officers.

2.3 Other persons who are competent to assist are:

- (i) Health and Safety Officer for the School
- (ii) Any other employee who has received appropriate training in a specific or relevant area.

## 3. Risk Assessment

3.1 Assessments will be carried out by nominated competent persons and will include:

- (i) the risks to the health and safety of employees to which they are exposed whilst at work
- (ii) the risks to the health and safety of other persons arising out of or in connection with work activities.

3.2 The significant findings of the assessment will identify:

- (i) hazards,
- (ii) risks,
- (iii) group(s) of people especially at risk,
- (iv) the existing control measures already in place,
- (v) the effectiveness of those measures,
- (vi) a measure of the remaining risk,
- (vii) the control measures needed to comply with the requirements or prohibitions of Health and Safety legislation.

Appropriate forms are available and should be used to record risk assessments.

3.3 For new operations, substances, plant and equipment, it is particularly important that assessments are completed before commencement/introduction. Safety must be considered at the planning stage.

3.4 Assessments must be reviewed at least every 12 months. In addition assessments must be reviewed whenever there is a reason to suspect that they are no longer valid or there have been significant changes to related matters.

3.5 Generic risk assessments may be produced to assist commonly occurring hazards and risks. Where generic risk assessments are available, Managers may use them as a template for a more detailed assessment.

## **4. Training**

4.1 The School will support arrangements that all employees are provided with Health and Safety training relevant to their role.

### **4.2 Employee Training**

Employees are required to attend Health and Safety training. Employees must co-operate with their employer by attending training as directed.

The identification of training needs will be as a result of:

- (i) risk assessment;
- (ii) monitoring activities;
- (iii) the occurrence of accidents and incidents of violence and aggression;
- (iv) new legislation;
- (v) updated information and technology
- (vi) New procedures or changes to existing procedures.

## **5. Safety Audits**

5.1 The Health and Safety Unit will carry out a number of safety audits across the School each year, a minimum audit of one per term as per annual planner.

5.2 All employees are required to co-operate with the safety audit process.

## **6. Accidents**

6.1 Definition: an accident is any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. This definition includes fire and near misses.

### **6.2 Reporting:**

- (i) All employees are required to report all accidents.
- (ii) The School will maintain a supply of incident report forms for Staff within their work area.
- (iii) In the event of an accident to a member of the public, an incident report form must be completed by an employee, not by the member of the public.
- (iv) In all cases the accident should be investigated and the completed form must be signed off by the appropriate manager.
- (v) In the following cases, a report must be completed:
  - (a) Any fatal or major injury to an employee whilst at work, or to any other person as a result of an accident whilst on the School premises.
  - (b) Any person being taken from the scene of an accident to a hospital for treatment.
  - (c) Any dangerous occurrences.
  - (d) Any fire.

### **6.3 Investigation:**

- (i) For every accident, Managers must carry out an investigation and complete the appropriate section of the accident report form to indicate the remedial action taken.
- (ii) Advice and/or assistance is available from the Health and Safety Team when completing investigations.

- (iii) The information on the investigation must be factual and not assumption.
- (iv) This document is a legal document and can be used in a Court of Law.

## **7. First Aid Arrangements**

- 7.1 The School will appoint designated First Aiders.  
Where there is no designated First Aider, the first aid kit must be the responsibility of a nominated person. Advice regarding the contents of first aid boxes can be obtained from the Health and Safety Team.
- 7.2 The First Aid Boxes must be identified where they can be accessed.
- 7.3 A First Aider must ensure that a record of all treatment given is documented within the Accident Book.

## **8. Protective Clothing**

- 8.1 Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law.
- 8.2 Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed.
- 8.3 Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.