

Bickerton Holy Trinity Church of England Primary School



Health and Safety Policy

Person responsible for policy:

Paul Sweetnam

Approved:

27th March 2023

Signed:

Claire Carman, Chair of Governors

To be reviewed:

FGB 4 2024



Our School Prayer

This is our school,
Let peace be here,
Let it be full of happiness.

Let love be here.

Love of one another,

Love of everyone,

Love of life itself,

And love of God.

Amen

Our Mission Statement

Respect for oneself and others is central to our mission
of giving every child in our school
the highest standard of education and care
within a Christian community.

Our School Rules

Respect and take care of each other.

Treat others how you would like to be treated.

Share and use the school's equipment and environment carefully.

Listen to each other and to adults at school.

Help others to learn.

Bickerton Primary School recognises its duty of care for the health, safety and wellbeing of anyone on the school site. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. The provisions in this policy are intended to ensure that health and safety is an integral part of the general process of risk management which the school operates.

The purpose of the policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety;
- To set out duties and responsibilities;
- To recognize the partnership necessary with the LA to ensure that all statutory duties in this field are met;
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

The governing body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also a legal duty.

All employees, regardless of seniority, have a duty to take care of themselves and others who might be affected by their acts or omissions. Everyone should use equipment and working methods approved by their supervisor or senior colleague. Special care should be taken with the health and safety issues of any new venture.

Organisation and Arrangements for Implementing the Policy

The head teacher has overall responsibility for the implementation of this policy. To facilitate this, the head teacher is designated to be the health and safety coordinator and a governor is nominated to be the named health and safety governor. Each line manager will recognize and accept a personal role in ensuring that arrangements for health and safety are effective within his or her respective area. Collectively, the governing body requires health and safety

to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which health and safety can flourish.

Risk Assessment

The underlying process which secures this policy is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the head teacher to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LA risk assessment process. Risk assessment is also a fundamental way of reducing risk on residential and day visits with children. Residential visits' risk assessments are done using EVOLVE and need the agreement of the governing body and the LA to be able to go ahead. The school has an educational visits coordinator (EVC) who scrutinizes risk assessments for residential visits as part of the EVOLVE process as well as risk assessments for other visits.

During the review of this policy, particular aspects of health and safety were focused upon: working at heights and lone working. Specific risk assessments were carried out in relation to these. These form appendices to this policy.

Following the COVID-19 pandemic, government and LA COVID guidelines are followed to maintain the highest standard of safety for all members of our school community.

Consultation

Employees with concerns should normally raise them with the head teacher or the deputy head teacher. However, the governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the head teacher or deputy head teacher who will seek advice from the Local Authority Departmental Health and Safety Adviser on any concerns of employees which cannot be resolved locally.

Contractors and School Partnerships

Contractors carrying out work for the school will be vetted for their health and safety performance. This may include seeking more than one reference. They will be required to act

in accordance with this policy and the school's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements in advance of any works with the head teacher to ensure that the school's governing body, staff, pupils, parents visitors and any other users are sufficiently and suitably informed in writing on issues relevant to risk control. In particular, the school maintenance officer must be aware and informed of such issues, control measures and the timetable of contractors' activities. ***Furthermore, all contractors including all of their employees will be expected to abide by the written arrangements agreed in relation to each piece of work, especially issues relevant to risk control, and that they have signed a copy of this policy in advance of commencing works.***

School linked partners and hirers will exchange health and safety policies and procedures with the school and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the school. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

Inspection and Monitoring

The head teacher / health and safety governor will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school annual risk assessment and safety review. Feedback from this process will be referred to the governing body via the health and safety governor.

Accident / Incident Reporting

Every injury should be reported in the school accident book, located in the **administrative officer's desk area**. An injury that needs medical attention or involves time off work must be investigated by the head teacher or the deputy head teacher. Where the accident falls within the LA accident reporting criteria, the online PRIME system must be completed by the relevant member of staff, and submitted to the head teacher / health and safety team.

Training and Information

Training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by the administrative officer. Training can also be accessed by all staff through the National College training package.

Policy Review

This policy will be reviewed annually. The governing body will receive a summary report covering key issues, based on the annual risk and safety review, at least annually.

Appendix 1 - Working at Heights.

Hazards – Falling from heights, dropping things from height.

Precautions: Take sensible and responsible precautions. Always remain at least 1 metre from edge of roof (other than getting on and off) to reduce the risk of falling and dropping items.

The maintenance officer is issued with Cheshire East Council Health and Safety Guidance Notes about working at heights by the head teacher.

The maintenance officer will attend appropriate courses when this is possible.

Use of ladders will normally be by the maintenance officer, although there are occasions when other members of staff may need to do so. This will always be done with due regard for safety of self and others.

During holiday periods – lone working policy will always need to be followed.

All electrical equipment to be PAT tested.

Appendix 2 - Lone Working

Hazards – People working on their own before and after hours, weekends and holiday periods.

The maintenance officer and caretaker are issued with Cheshire East Council Health and Safety Guidance Notes about lone working by the head teacher, and all staff who might work in holiday periods are made aware of this risk assessment.

Precaution - People working alone in school should have their own mobile phone or the school's mobile on their person **at all times**.

Hazard – Intruders being already in the building or entering the building whilst there.

Precaution – Lock building behind you, last person out of the building to put the alarm on. When entering the building, make sure the alarm sounds before continuing to ensure that there is nobody in the building who should not be there.

Members of staff **must not** put themselves in danger by attempting to intervene if someone enters the building or is already in the building who should not be there. The member of staff must consider their own safety above that of any school property and if possible leave the building immediately and then phone for the police. Members of staff **must not** 'have a go' to protect property.

Hazard - Illness and accidents.

Precaution - Tell somebody where you are going and approximate time of arriving back home.

Hazard - Fire in building.

Precaution - Do not attempt to fight the fire if substantial – leave the building and phone 999 from a safe distance.

Hazard - Banking.

Precaution - Take responsible actions; if challenged, hand over money. Members of staff **must not** put themselves in danger by attempting to prevent the money being taken. Members of staff **must not** 'have a go' to protect money.

Parents are asked to make payments to the school by the online payment system whenever possible, or, if this is not possible, by cheque, to reduce the amount of cash to be banked.

Always summon assistance in an emergency.

Appendix 3 - Manual Handling

Source: <http://www.hse.gov.uk/toolbox/manual.htm>

Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.

The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.

Why is dealing with manual handling important?

Manual handling injuries can have serious implications for the employer and the person who has been injured. They can occur almost anywhere in the workplace and heavy manual labour, awkward postures, repetitive movements of arms, legs and back or previous/existing injury can increase the risk.

What do I have to do?

To help prevent manual handling injuries in the workplace, you should avoid such tasks as far as possible. However, where it is not possible to avoid handling a load, employers must look at the risks of that task and put sensible health and safety measures in place to prevent and avoid injury.

For any lifting activity always take into account:

- Individual capability
- The nature of the load
- Environmental conditions
- Training
- Work organisation

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components

If you need to use lifting equipment

- Consider whether you can use a lifting aid
- Think about storage as part of the delivery process – maybe heavy items could be delivered directly, or closer, to the storage area
- Reduce carrying distances where possible

Good handling techniques for lifting

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.