

## **This is the Health and Safety Policy Statement of**

### **Kiveton Park Infant School**

#### **Our statement of general policy is:**

- to make adequate arrangements for the health, safety and welfare of the staff and pupils;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

**Signed:** .....

**Head Teacher**

**Signed:** .....

**Chair of Governors**

**Date: September 2015**

**Review date: September 2017**

## RESPONSIBILITIES

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

**Mr A Krabbendam (Executive Head teacher)  
Mrs J Firth (Chair of Governors)**

Insert the name of the Head Teacher and/or the Chair of Governors, or the Governor with responsibility for health and safety.

**Day to day responsibility for ensuring this policy is put into practice is delegated to**

**Mr A Krabbendam (Executive Head teacher)**

**and in his absence**

**Mrs J Senior (Head of School)**

**If both the above are off site the most senior staff member will assume responsibility**

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

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

**See Appendix 1**

Delegate functions to people within your School either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions.

Ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable them to do their job properly.

It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns they can be reported to the right person, so they can be dealt with.

**All employees have to:**

- **co-operate with supervisors and managers on health and safety matters;**
- **not interfere with anything provided to safeguard their health and safety;**
- **take reasonable care of their own health and safety; and**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

## ARRANGEMENTS

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

Risk assessments will be Note undertaken by

Mr A Krabbendam (Exec Head teacher)  
Mrs J Senior (HoS)  
Mrs V Mason (EYFS Leader)  
Mr A O'Brien (Caretaker)

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

The findings of the risk assessments will be reported to

Mr A Krabbendam (EHT)  
Mrs J Senior (HoS)

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

Action required to remove/control risks will be approved by

Mr A Krabbendam (EHT)

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

Mrs J Senior (HoS)

Mr A O'Brien (Caretaker)

will be responsible for ensuring the action required is implemented.

Mr A Krabbendam (EHT)

Mrs J Senior (HoS)

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

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

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable. Risk Assessments should be reviewed at least annually.

Assessments will be reviewed every

when the work activity changes, whichever is soonest.

You can find more guidance in HSE's free leaflets Five steps to risk assessment INDG163 (rev1) 1998 and A guide to risk assessment requirements: Common provisions in health and safety law INDG218 1996.

## ARRANGEMENTS

### CONSULTATION WITH EMPLOYEES

Employee Representative(s) are

Note

Joanne Senior (NAHUWT)

You must consult your employees.

Jeni Clay (NUT)

If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent.

If you do not have trade unions, you must consult employees, either directly or through an elected representative.

Consultation with employees is provided by

You may decide to establish a school committee or another meeting as a forum for consultation.

Staff Meetings

If you have a health and safety committee, you could list what it does, who is on it and how often it meets.

Staff Briefings

INSET

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

**All staff**

**Note**

**will be responsible for identifying all equipment/plant needing maintenance in their area.**

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.

**Mr A Krabbendam (EHT)  
Mrs J Senior (HoS)**

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

It is a worthwhile exercise to use a logbook to record the maintenance checks.

**Mr A O'Brien (Caretaker)**

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

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

**Mr A O'Brien (Caretaker)**

**will check that new plant and equipment meets health and safety standards before it is purchased**

When buying new or second hand plant and equipment, you must check it meets health and safety standards before buying it.

You can find more guidance in HSE's publication *Buying new machinery* INDG271 1998

## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

**Mr Andy O'Brien (Caretaker)**

**Note**

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

You must assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH) assessments.

**Mr Andy O'Brien (Caretaker)**

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

You should do assessments on all substances you use (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour)

**Mr Andy O'Brien (Caretaker)**

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

Your assessment should identify any health risks. If there is a risk you should take steps to remove or control the risk.

**Mr A Krabbendam (EHT)**

**will be responsible for ensuring that all relevant employees are informed about COSHH assessments.**

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

**Mr Andy O'Brien (Caretaker)**

**will check that new substances can be used safely before they are purchased.**

**Assessments will be reviewed every**

**when the work activity changes, whichever is soonest.**

## ARRANGEMENTS

### INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at/leaflets are issued by Note

Outside the Staff Room and outside the Scullery

Health and safety advice is available from

Mr A Krabbendam (EHT)  
Mr A O'Brien (Caretaker)  
M D Fenton (LA H&S Section)

Supervision of young workers/trainees will be arranged/undertaken/monitored by

Mr A Krabbendam (EHT)  
Mrs J Senior (HoS)

Mr A Krabbendam (EHT)  
Mrs J Senior (HoS)

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

You are required to have access to competent advice, either in house or, if not available, external.

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

You must also do specific risk assessments for young people – you need to take account of their inexperience, lack of awareness of risks and immaturity.

If your employees go to work for another employer on your behalf you will need to check that they are given relevant health and safety information for that location by that employer/company.

## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided Note  
for all employees by

**Mr A Krabbendam (EHT)**

Job specific training will be  
provided by

**Assigned line managers dependent  
on the job (see Staff Induction Book  
for details).**

Specific jobs requiring special  
training are

**Caretaker**

**School Meals Supervisory Assistant**

**Learning Support Assistant**

**SEN Support Assistant**

**Cleaner**

Training records are kept at/by

**Main School Office and Head's  
Office**

Training will be identified, arranged  
and monitored by

**Mr A Krabbendam (EHT)**

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

Employees will need job-specific training, which includes the health and safety aspects of the job.

You also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly.

Some jobs will require additional special training (e.g. manual handling, driving etc.)

You may wish to refer to your school development plan. It is important to keep records of training (even training you have provided in-house) to show that employees have received training.

You should monitor the training records, so that refresher training is given when necessary.

## ARRANGEMENTS

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

Health surveillance is required for **Note**  
employees doing the following jobs

**Use of chemicals and working at height**

Employees must receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and some chemicals).

Health surveillance will be arranged by

**Mr A O'Brien (Caretaker)**

This will identify any health problems early on so that action can be taken before an employee's condition worsens.

Health surveillance records will be kept by/at

**Mr A O'Brien (Caretaker)**

Your COSHH assessments should identify all areas and the type of health surveillance needed.

The first aid box(es) is/are kept at

**See Appendix 2**

Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records as these are confidential.

The first aiders are

**See Appendix 3**

Providing immediate first aid can prevent minor injuries becoming major ones.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

**Mrs Brighmore and Mrs Wheldrick in the Main School Office**

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE's free leaflets First aid at work – your questions answered INDG214 1997 and Basic advice on first aid at work INDG215 (rev) 1997.

The following person is responsible for reporting accidents, diseases and dangerous occurrences to the RMBC Health and Safety section.

**Mr A Krabbendam (EHT)  
Mrs J Senior (HoS)**

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area

You must report accidents to the Health & Safety Section of RMBC. Follow the procedures outlined in your accident book. Near misses must be reported in the near miss book and any action taken recorded.

## ARRANGEMENTS

### MONITORING

#### Note

**To check our working conditions, and ensure our safe working practices are being followed, we will**

You must be able to show that you are checking working conditions and systems of work, i.e. that you are monitoring health and safety.

**Complete daily inspections**

You can do this both actively and reactively, i.e. before and after something goes wrong.

**Carry out spot checks**

**Twice yearly H&S inspections by the Governor School Improvement Committee**

**Actively** - you or other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, Caretakers report to Head Teacher documentation, near miss book monitoring etc.

**Complete monthly Caretaker reports to the Head teacher**

**Have available a near miss/request for work book for use by all staff**

Trade union safety reps have the right to carry out inspections and investigate accidents.

**is responsible for investigating accidents.**

**Reactively** – you can investigate any accidents or sickness absences that occur.

**Mr A Krabbendam (EHT)**

**is responsible for investigating work-related causes of sickness absences**

Investigating accidents is a useful way of reviewing your safety systems – ask yourself why the accident really happened and what you can do to stop it happening again.

**Mr A Krabbendam (EHT)**

**is responsible for acting on investigation findings to prevent a recurrence**

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

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

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

**Mr A Krabbendam (EHT)  
Mrs J Senior (HoS)**

#### Note

**is responsible for ensuring the fire risk assessment is undertaken and implemented.**

You must carry out fire risk assessments, in the same way as you do for health and safety risk assessments. The School's Building Manager will assist in this process.

**Escape routes are checked by/every**

**Mr A O'Brien (Caretaker) daily**

**Fire extinguishers are maintained and checked by/every**

For escape routes, extinguishers and alarms, you should state who checks, how often and also where they are based. The fire log book must also be completed.

**Mr A O'Brien (Caretaker) weekly**

**Alarms are tested by/every**

**Mr A O'Brien (Caretaker) weekly**

**Emergency evacuation will be tested every**

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures termly.

**Termly**

**The Security Co-ordinator is**

**Mr A Krabbendam (Head teacher)**

**The Deputy Security Co-ordinator is**

**Mrs J Senior (HoS)**

RMBC / CYPS run a number of courses around fire safety and emergency planning for further details contact Dean Fenton on 01709 254821.

## SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Display Screen Equipment (VDUs)
- Electricity
- Excavation
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment

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

## FURTHER GUIDANCE

The following guidance booklets are available from the contact below:

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

## FURTHER INFORMATION

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

Dean Fenton  
Risk and Regulation Manager  
Rotherham Metropolitan Borough Council  
Children and Young People's Services  
1<sup>st</sup> Floor Norfolk House  
Walker Place  
Rotherham S65 1AS

**Telephone:** 01709 254821

**Email:** [dean.fenton@rotherham.gov.uk](mailto:dean.fenton@rotherham.gov.uk) – please note that this document is available electronically from RGFL and RMBC intranet..