



Flushdyke J & I School

Health and Safety Policy

Approved by: Health and Safety Committee

Date: May 24

Review Date: May 2026

Health and Safety Policy

Introduction

This Health & Safety policy has been produced and agreed by the Health and Safety Governing Body Committee of Flushdyke Junior and infant School. This document outlines the arrangements at this school for Health and Safety and where appropriate highlights the specific responsibilities of individuals to ensure that this is achieved.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.

A copy of this policy is available on the school website. The Headteacher ensures that individual members of staff are made aware of any sections of the policy which are particularly relevant to them.

Aims

- To establish a safe working environment for all pupils, school personnel and visitors;
- To encourage everyone to take responsibility for health and safety;
- To provide and maintain equipment;
- To establish safe operating systems within the school;
- To provide training and up to date information.

Statement from the Governing Body and Headteacher

The Governing Body and Headteacher take reasonable and appropriate steps to ensure that the legal responsibilities of all persons associated with this school are met. Therefore, all activities must be carried out in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, children, visitors and anyone else who may be affected by the school's activities.

The Governing Body / Headteacher expect all staff to maintain an active involvement in accident prevention and health protection and recognise it as an integral part of their job.

The Governing Body / Headteacher will take all reasonably practicable steps to meet their responsibilities, with particular attention to the following:

- Maintenance of building and equipment in a safe condition and without risks to health;
- Adequate arrangements for avoiding risks to health in the use, handling, storage and transport of equipment, articles and substances for use at work;

- The provision of sufficient information, training, instruction and supervision as is necessary to ensure, the Health and Safety of all;
- A working environment without risk to health, including safe access;
- Employment of staff who are competent for the work in which they are engaged;
- Compliance with this local policy, Health and Safety legislation and any associated guidance from the Local Authority;
- Promoting health in and around school, including healthy eating, drinking of water, and provision of exercise and physical and mental well being.

1. Roles and Responsibilities

1.1 The school Governing Body will:

- Ensure effective communication with the Headteacher, school staff, safety representatives, parents and pupils;
- Assist in the implementation of the school's Health and Safety policy by undertaking annual internal and external premises inspections
- Take all reasonable steps to ensure that the school action any causes for concern.
- Monitor Health and Safety generally, receive regular reports from the Governor's Health and Safety Committee from the Headteacher/designated person leading Health and Safety. The committee will report back to the full Governing Body at Full Governing Body Meetings.

1.2 The Headteacher will:

- Take primary responsibility for ensuring that the school meets the objectives set out in this policy;
- Advise the Governing Body of any circumstances that restrict or obstruct implementation;
- Ensure that the school's policy statement is actively applied, and regularly updated and revised;
- Ensure that all Health and Safety guidance issued by the Local Authority is available to everyone and that appropriate training is offered to help staff perform these tasks;
- Welcome and assist in, as far as is reasonably practicable, any formal safety audit;
- Remove, contain or isolate as is appropriate any hazard on the school premises;
- Meet and consult regularly with safety representatives;
- Provide a Health and Safety update to the Governing Body upon demand.

1.3 Staff will:

- Advise the Headteacher of any circumstances that restrict or obstruct their responsibilities;
- Liaise as necessary with other staff to ensure adequate Health and Safety awareness of their individual specialism (if any), and advise the Headteacher of any problems or perceived training needs;
- Be conversant with this policy and assist in its implementation within their sphere of influence;

- Ensure that the details of all accidents or incidents are properly recorded, investigated and brought to the attention of the Headteacher;
- Liaise appropriately with safety representatives and refer ongoing concerns to the Headteacher.

1.4 The school caretaker will:

- On behalf of the Headteacher, remove, isolate\contain any hazard and will record and notify the Headteacher of any such events;
- Make regular inspections of the school, paying particular attention to building and services conditions that could extend to being Health and Safety hazards;
- Notify the Headteacher of any circumstances where he\she is unable to take suitable remedial action;
- Ensure the emergency exits are clear and that rubbish is not allowed to accumulate in unguarded areas in or around the school;
- Ensure that the fire alarm system is tested regularly, according to the agreed timetable.

1.5 All staff

The Health and Safety at Work Act places a general duty on all employees to:

- Take reasonable care of themselves and other persons who may be affected by their acts or omissions at work;
- Co-operate with the employer so far as is necessary to comply with their (the employers) legal responsibilities.

All employees are required to be properly conversant with this policy and any safety guidance provided to them by the Local Authority and school Governing Body applying it to their work, and adhering to compliance in so far as it affects their work.

2. Risk Assessment

All employers must carry out suitable and sufficient assessments of the risks to the Health and Safety of any person who may be affected by the work under the employer's control to record any significant findings.

The Headteacher, on behalf of the Governing Body, will liaise as necessary with the Health and Safety Manager for the Local Authority to meet the school's responsibilities.

3. Contractors

Contractors will agree health and safety practices with the School Business Manager/Caretaker before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. They will also sign to confirm they have read the asbestos register.

4. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or
- legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Equans and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. Equans provides the Caretaker and cleaners with data sheets for COSHH which are retained by the caretaker.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Staff use products such as dishwasher tablets and washing powder, these are located in lockable rooms/cupboards where children are not allowed to enter without an adult.

Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

4.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- The boiler room has a gas appliance which is checked to ensure that it has adequate ventilation

4.2 Legionella

- The Caretaker is responsible for ensuring that the identified operational controls are conducted
- Water is checked on a monthly basis, details recorded and sent to Water Hygiene
- The risks from legionella are mitigated by the completion of temperature checks

4.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- An Asbestos register is held in the School Office.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

5. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

5.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Headteacher immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs i.e. The Caretaker/Qualified electrician
- All electrical equipment will be inspected in accordance with the In Service Inspection and Testing of Electrical Equipment (ACOP), formerly known as PAT
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

5.2 PE equipment

- Pupils are taught how to carry and set up PE equipment safely and efficiently.
- Staff check that equipment is set up safely
- Any concerns about the condition of the hall floor or other apparatus will be reported to the Business manager

6. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

7. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- Ladders are checked, at least, every six months by a competent person. Ladder tags may be used to ensure that ladder inspection procedures and maintenance are kept up to date

8. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out.
- Ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

9. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

10. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

11. Violence at work

We believe that staff should not be in any danger at work, and we will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the headteacher immediately. This applies to violence from pupils, visitors or other staff.

12. Accident record

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. As much detail as possible will be supplied when reporting an accident. Accident forms can be obtained from the school office.

12.1 Reporting to the Health and Safety Executive

The Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The business manager will report these via the Council's online recording portal (iTrent) as soon as is reasonably practicable and in any event within 5 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
 - Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
 - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

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NEAR MISS/HAZARD/DAMAGE/FIRE REPORT FORM

All staff must be vigilant and use the form to notify their Manager/Supervisor and Corporate Health & Safety of incidents which resulted in a Near Miss, Hazard, Damage or Fire but not incidents which involve personal injury or violence and aggression.

13. Fire Precautions and Emergency Evacuation

- Emergency evacuation procedures are shared and understood by all staff;
- Employees are responsible for ensuring that children in their care are escorted out of the building when the fire alarm has been sounded or in any other emergency;
- All employees must take charge of any unsupervised child;
- The Headteacher will make specific arrangements for anyone with special needs;
- The caretaker will ensure that the fire alarm system and fire appliances are tested and properly maintained;
- The Headteacher will ensure that fire drills are carried out at least annually.

14. Safety Inspections

The Headteacher will arrange an annual Health and Safety inspection of the school. The inspection team may include:

- The Headteacher;
- A Governor for the Health and Safety committee;
- The school caretaker.

The Headteacher will ensure that inspection reports are distributed as necessary, and refer any concerns to the appropriate body.

15. Communications

- The Headteacher will arrange for all Health and Safety information and guidance issued by the Local Authority to be distributed to all relevant members of staff;
- The Headteacher or chair of committee will make arrangements for any necessary Health and Safety training;
- The Headteacher will accept written reports and representation from union appointed Health and Safety representatives, and will respond in a reasonable time.

16. Monitoring the Effectiveness of the Policy

Every 2 years, the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made.