

Diocese of Sheffield Academies Trust

Pye Bank CE Primary School

Health and Safety Policy



This policy includes our Statement of Intent, our organisational structure of responsibilities and the methods by which we will achieve a safe working environment for staff, pupils, visitors and other users of our site.

This is the Health and Safety Policy of:

Pye Bank CE Primary School

Address

**Andover Street
SHEFFIELD
S3 9EF**

Policy Statement

The Diocese of Sheffield Academies Trust, Headteacher, Governors and staff at this school are committed to providing high standards of health and safety for all users of the school.

As a school, our educational priorities aim to:-

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which students enjoy and take pride in their achievements.

These educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where Diocese of Sheffield Academies Trust, Governors, the Headteacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

Aims

- To ensure that the school is always a safe and healthy place in which to work.
- To provide plant, equipment, resources and systems of work that are safe and without risks to health

- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third party users to avoid hazards and contribute positively to their own health and safety at work
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information

This safety policy will be regularly reviewed and updated

Signed	
Position	Head Teacher
Date	01/12/21

Responsibilities

1 Overall responsibility for the management of health and safety in the school is that of

Maureen Andrews

(Executive Head)

2 Responsibility for the following areas is that of

Area of Work

Health & Safety Procedures

Name

Karen Stanley

Area of Work

Premises Risk Assessment

Name

Karen Stanley/Glenn Wild

Area of Work

Signage, Storage, Waste & Cleaning

Name

Glenn Wild

Area of Work

Educational Visits

Name

Karen Stanley

Area of Work

Physical Education

Name

Melissa Drake

General Responsibilities

The Local Governing Body along with the Academy Trust will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Deal with any health and safety problems brought to them by the Head Teacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the school's Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Help prepare, implement and monitor a "site-specific" health and safety policy
- Confirm compliance with Statutory policies and procedures and monitor health and safety management within school
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training.
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance
- Ensure adequate consultation takes place to allow everyone to contribute to safe working.

The Executive Head will:

- Take overall responsibility for day to day management of health and safety issues
- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Ensure that suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school are carried out. Further, to act upon those assessments in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers).
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Ensure staff have an appropriate workload in support of a reasonable work/life balance.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors.
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working.

All Staff Members will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the schools policies and procedures and follow any guidance, policies and procedures.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits.
- Attend health and safety training courses as appropriate.
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.
- Bring to the attention of the Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Headteacher any problems that they feel that they cannot deal with themselves.
- Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with the health and safety policy of their employer.

General Arrangements to Keep People Safe

1 Risk Assessment

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

All of our Risk Assessments are recorded. We usually use the Generic Risk Assessment booklets as a starting point but, where there are no generic assessments we carry out our own assessments using the blank assessment form which can be found on Staffshare. Risks are assessed periodically (usually on an annual basis), following an accident, on the introduction of any new process/equipment and also any change in circumstances.

We share the findings of our risk assessments with all members of staff

Risk assessments are usually kept:

Document	Location
Fire Risk Assessment	Buildings Supervisor
Generic Premises Risk Assessment	H & S File – main office
Foundation Stage Risk Assessment	H & S File – main office
Educational Visits Risk Assessments	EVOLVE
Hazardous Substances Risk Assessments	Buildings Supervisor
Task / activity based Risk Assessments	EVOLVE
Stress Risk Assessment	Staffshare
Adverse Weather Risk Assessment & Procedures	H&S file – main office Buildings Supervisor

Shown below are the name(s) of the staff assisting with the assessment process as well as details on when they will be carried out and our updating systems.

The following people assist with the assessment process for their individual area of work:

Name	Area of responsibility
Karen Stanley	Premises Management
Chris Sissons	Governors H&S Representative
Glenn Wild	Buildings Supervisor
Melissa Drake	Physical Education (Jewellery & Clothing)
Tania Marsden	Foundation

NB It is the Headteachers responsibility to ensure that risk assessments are carried out. However the Headteacher may delegate the function or request the assistance of competent staff in carrying out a risk assessment.

2 Fire

An outbreak of fire in a school can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up to date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers etc. and it also consider the storage of combustible materials.

When our school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc).

Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors are kept closed to stop fire spreading. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation.

All documentation relating to fire safety is kept:

Document	Location
Fire Risk Assessment (including Arson Assessment)	Buildings Supervisor office
Fire Precautions Log Book	Buildings Supervisor office
Fire Safety Training Records	H & S File – main office

The following people have a role to play in ensuring fire safety issues are adequately dealt with

Name	Responsible for:
Karen Stanley	Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis
Karen Stanley	Inducting new members of staff and supply / agency staff, contractors etc
Karen Stanley	Making sure that staff receive regular refresher training
Karen Stanley	Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc
Maureen Andrews	Ensuring regular fire drills are carried out and recorded
Glenn Wild	Keeping the Fire Precautions Log Book up to date

3 Asbestos

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings and in many products. It was used mainly because of its fire proofing and insulation qualities.

Pye Bank CE Primary is an asbestos free site and a notice to this effect is displayed in the main school Reception.

4 Legionella Risk Management

Legionnaires' disease is a type of pneumonia. It is an uncommon, but serious disease.

People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium.

Legionnaires' disease does not spread from person to person.

The following people have a role to play in ensuring the procedure in place for managing Legionella issues:

Name	Responsible for:
Glenn Wild	Ensuring that the recommendations of the Legionella risk assessment are carried out
	Ensuring that the Legionella risk assessment is reviewed on a regular basis
	Ensuring that all activities identified in the maintenance programme are carried out and recorded
	Keeping the Log Book up to date

The following people have attended Legionella training

Name	Date of Training:
Glenn Wild	17-03-2021

5 Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

Document	Location
Accident Report Forms	H & S File – main office
RIDDOR report forms	H & S File – main office

The following people have responsibilities for:

Name	Responsible for:
Karen Stanley	Recording all accidents to staff / pupils
	Ensuring that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (under the RIDDOR regulations), are reported to the incident call centre (0845 300 9923).
	Ensuring risk assessments are reviewed in light of lessons learned
	Periodically reviewing accident reports to identify trends
	Reporting serious incidents / accidents to Governors

6 First Aid

This school will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff. Where there are young children on site i.e. Nursery's / Breakfast and after school clubs, key members of staff hold an additional paediatric first aid certificate. NB There is sufficient paediatric first aiders to ensure cover on all off site activities involving young children.

Our school risk assessment identifies the actual number of first aiders required.

The following people hold a relevant first aid qualification.

Name	Date of Qualification	Level of qualification i.e. full/ emergency / paediatric
Naheed Akhtar	26th May 2021	First Aid at Work (3 day)
Oksana Czerewko	6th Dec 2019	First Aid at Work (3 day)
Rehana Hussain	9th Apr 2021	First Aid at Work (3 day)
Zabeda Hussain	9th Apr 2021	First Aid at Work (3 day)
Rehina Khan	26th May 2021	First Aid at Work (3 day)
Tania Marsden	4th July 2017	Paediatric First Aid
Saraya Rafiq	27th Jan 2020	Paediatric First Aid
Troy Riley	10th Feb 2020	Paediatric First Aid
Olivia Sanderson	8th Jun 2021	Paediatric First Aid
Shayne Stokes	7th May 2021	First Aid at Work (3 day)
Jeanette Toner	9th Apr 2021	First Aid at Work (3 day)
Lisa Westney	18th Mar 2020	Paediatric First Aid
Glenn Wild	26th Feb 2020	First Aid at Work (3 day)

The following people have responsibilities for:

Name	Responsible for:
Maureen Andrews	Ensuring that a risk assessment is in place to determine the appropriate level of first aid cover throughout the whole of the school day (including off site activities)
Karen Stanley	Keeping records of First Aid Qualifications and ensuring these are re validated
Tracie Hallam	Ensuring First Aid boxes are checked and restocked on a regular basis

7 Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician. (This is carried out automatically for those that subscribe to the **Premises Package**).

Document	Location
Inventory of Portable appliances	Buildings Supervisor file
PAT testing Certificate	Buildings Supervisor file
Fixed installation test certificate	Buildings Supervisor file

The following people have responsibilities:

Name	Responsible for:
Rob Spencer	Visually checking portable electrical appliances
Glenn Wild	Arranging the testing of portable appliances
Glenn Wild	Ensuring the five yearly checks are carried out on the fixed installation
Karen Stanley	Arranging repairs / remedial work
Glenn Wild	Showing key members of staff how to isolate the electrical supply in an emergency situation

8 Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Document	Location
Gas Servicing Certificates	Buildings Supervisor file

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The following people have responsibilities for:

Name	Responsible for:
Glenn Wild	Arranging the testing and maintenance of gas appliances
Karen Stanley	Arranging repairs / remedial work
Karen Stanley/Glenn Wild	Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)
Glenn Wild	Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation

9 Substances

The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes

Document	Location
Hazardous substances inventory i.e. cleaning/janitorial substances, science chemicals, glues and paints for art etc	Buildings Supervisor Office
Hazard Data Sheets	Cleaners Cupboard

The following people have responsibilities:

Name	Responsible for:
Glenn Wild	Keeping the hazardous substances inventory up to date
	Ensuring hazard data sheets are available
	Making sure that risk assessments are documented
	Making sure Personal Protective Equipment (where necessary) is provided and worn
	Training staff in the safe use and handling of substances
	Disposing of surplus substances safely

10 Educational Visits and Off-site Activities

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE on line approval system.

We have a named Educational Visits co-ordinator who has received the appropriate Local Authority training and is responsible for:

- ~ Supporting the Headteacher when approving educational visits
- ~ Assessing the competency of leaders and other adults on the visit
- ~ Ensuring that all members of staff receive induction training in the schools process for educational visits
- ~ Helping and supporting members of staff with the planning of educational visits including help with risk assessments

Document	Location
Educational Visits Documentation	EVOLVE
Educational Visits Generic Risk Assessments	EVOLVE

The following people have responsibilities for:

Name	Responsible for:
Karen Stanley	Educational Visits Co-ordinator
	Reporting Educational Visits to Governors
	Ensuring staff receive induction training in educational visits
	Ensuring post visit evaluation is completed

The following people have attended EVC training and also EVOLVE training

Name	Date / Type of Training:
Karen Stanley	5th July 2016/Full EVC training

11 Medical Needs

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
Medicines Policy	Main Office- First Aid cupboard
Pupils individual care plans	Main Office- First Aid cupboard
Consent Forms	Main Office Reception

12 Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise

from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education – formerly BAALPE) will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate

Document	Location
CLEAPSS	Available online at http://www.cleapss.org.uk/primary/primary-resources

The following people have responsibilities for:

Name	Responsible for:
Maureen Andrews	Ensuring risk assessments are in place for all tasks / activities

13 **Monitor and Review**

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance.

Useful Contacts

The **Diocese of Sheffield Academies Trust Buildings Manager**: Wendy Lloyd

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