

Diocese of Sheffield Academies Trust

# **Laughton All Saints' C of E 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:

## **Laughton All Saints' CE Primary School**

Address

**High Street  
Laughton-en-le-Morthen  
Rotherham  
S25 1YF**

### **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	17/01/2022

## Responsibilities

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

**Jenny Birks** (Headteacher)

2 Responsibility for the following areas is that of

Area of Work

**Health & Safety Procedures**

Name

**Karen Hague**

Area of Work

**Premises Risk Assessment**

Name

**Karen Hague / Rich Atkins**

Area of Work

**Signage, Storage, Waste & Cleaning**

Name

**Rich Atkins**

Area of Work

**Educational Visits**

Name

**Karen Hauge / Jenny Birks**

Area of Work

**Physical Education**

Name

**Sam Fielding / Jenny Birks**

## **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 Headteacher 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 school's 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	<b>Fire Safety File – main office</b>
Generic Premises Risk Assessment	<b>H &amp; S File – main office</b>
Foundation Stage Risk Assessment	<b>H &amp; S File – main office</b>
Educational Visits Risk Assessments	<b>EVOLVE</b>
Hazardous Substances Risk Assessments	<b>Main office</b>
Task / activity based Risk Assessments	<b>EVOLVE</b>
Stress Risk Assessment	<b>Staffshare</b>
Adverse Weather Risk Assessment & Procedures	<b>H&amp;S file – main office</b>

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
<b>Karen Hague</b>	<b>Premises Management</b>
<b>Benjamin Whomserley</b>	<b>Governors H&amp;S Representative</b>
<b>Rich Atkins</b>	<b>Cleaner-in-Charge</b>
<b>Sam Fielding</b>	<b>Physical Education (Jewellery &amp; Clothing)</b>
<b>Nicky Chapman</b>	<b>Foundation</b>

**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)	<b>Main office</b>
Fire Precautions Log Book	<b>Main office</b>
Fire Safety Training Records	<b>H &amp; S File – main office</b>

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

Name	Responsible for:
<b>Karen Hague</b>	Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis
<b>Karen Hague</b>	Inducting new members of staff and supply / agency staff, contractors etc
<b>Karen Hague / Jenny Birks</b>	Making sure that staff receive regular refresher training
<b>N/A</b>	Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc
<b>Jenny Birks</b>	Ensuring regular fire drills are carried out and recorded
<b>Rich Atkins / Karen Hague</b>	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.

Laughton All Saints' does have an Asbestos plan in place which outlines which areas contain asbestos, and all buildings work is completed according to asbestos risk assessments and under guidance from Wendy Lloyd, DSAT Buildings Manager.

### 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:
<b>External Contractor (HSL) and Karen Hague</b>	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:

### 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	<b>H &amp; S File – main office</b>
RIDDOR report forms	<b>H &amp; S File – main office</b>

The following people have responsibilities for:

Name	Responsible for:
<b>Jenny Birks</b>	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
		<b>First Aid at Work (3 day)</b>
		<b>First Aid at Work (3 day)</b>
		<b>First Aid at Work (3 day)</b>
		<b>First Aid at Work (3 day)</b>
		<b>First Aid at Work (3 day)</b>
		<b>Paediatric First Aid</b>
		<b>Paediatric First Aid</b>
		<b>Paediatric First Aid</b>
		<b>First Aid at Work (3 day)</b>
		<b>Paediatric First Aid</b>
		<b>First Aid at Work (3 day)</b>

The following people have responsibilities for:

Name	Responsible for:
<b>Jenny Birks</b>	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)
<b>Karen Hague</b>	Keeping records of First Aid Qualifications and ensuring these are re validated
<b>Karen Hague</b>	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	<b>Buildings file</b>
PAT testing Certificate	<b>Buildings file</b>
Fixed installation test certificate	<b>Buildings file</b>

The following people have responsibilities:

Name	Responsible for:
<b>Tracy Gregory</b>	Visually checking portable electrical appliances
<b>Karen Hague</b>	Arranging the testing of portable appliances
<b>Karen Hague</b>	Ensuring the five yearly checks are carried out on the fixed installation
<b>Karen Hague</b>	Arranging repairs / remedial work
<b>Rich Atkins / Wendy Lloyd</b>	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
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Gas Servicing Certificates	<b>Buildings file</b>

The following people have responsibilities for:

Name	Responsible for:
<b>Karen Hague</b>	Arranging the testing and maintenance of gas appliances
<b>Karen Hague</b>	Arranging repairs / remedial work
<b>Karen Hague</b>	Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)
<b>Rich Atkins / Wendy Lloyd</b>	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	<b>Cleaners Cupboard</b>
Hazard Data Sheets	<b>Cleaners Cupboard</b>

The following people have responsibilities:

Name	Responsible for:
<b>Rich Atkins</b>	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	<b>EVOLVE</b>
Educational Visits Generic Risk Assessments	<b>EVOLVE</b>

The following people have responsibilities for:

Name	Responsible for:
<b>Jenny Birks / Karen Hague</b>	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:
<b>Karen Hague</b>	<b>Full EVC training</b>

## 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	<b>Main Office- First Aid file</b>
Pupils individual care plans	<b>Main Office- First Aid file</b>
Consent Forms	<b>Main Office- First Aid file</b>

## 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 <a href="http://www.cleapss.org.uk/primary/primary-resources">http://www.cleapss.org.uk/primary/primary-resources</a>

The following people have responsibilities for:

Name	Responsible for:
Jenny Birks	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

Contact details: [wloyd@dsat.education](mailto:wloyd@dsat.education)