



## **Woburn Lower School**

### **Health and Safety Policy**

**The Governors and Head teacher of Woburn Lower School are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in school activities.**

The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees and a moral responsibility on pupils and visitors to safeguard their own health and safety and to cooperate with the Local Authority by following established procedures and bringing to the attention of school management any health and safety problems of which they are aware.

It is the intention of the Governors and Headteacher that the established policies and procedures issued by the LA shall be followed and developed locally to meet the needs of the school as set down in the Policy Statement. The aim is to ensure that health and safety becomes an integral part of school activities.

The Governors wish to encourage the recognised trade Unions to exercise their legal rights to appoint safety representatives, at the school, as provided for in the Health and Safety at Work Act 1974. The Governors wish to work in a constructive way with such safety representatives in order to promote high standards of health and safety.

The policy will be reviewed by Woburn Lower School annually to ensure that it is up to date. The reviewed policy will then be ratified at the full Governing Board Meeting.

## **Organization and Responsibilities**

### **General**

Overall responsibility for Health and Safety rests with the School Governors. The nominated Lead Governor is Suzanne Stretton.

Day to day executive responsibilities rests with the Headteacher or in her absence the Senior Teacher.

The Headteacher will:

- Ensure that this Policy and Central Bedfordshire Council's health and safety policy are complied with at all times.
- Ensure that a Health and Safety Liaison Officer is appointed and that the officer is provided with appropriate training to undertake the duties as required.

- Ensure that all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that their cause is investigated and that all reasonably practicable steps are taken to prevent re-occurrence.
- Ensure the maintenance and repair of machinery and that a competent person, in accordance with Central Bedfordshire Council procedures, carries out plant and equipment maintenance and repair as appropriate.
- Ensure that adequate first aid provisions are available in accordance with the School's First Aid Policy.
- Ensure that all employees including new employees receive adequate health and safety information, instruction and training to enable them to work without undue risk.
- Be available to any member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements.
- Ensure that all staff, pupils and visitors are provided with protective clothing and safety equipment, where the activity requires, which must be properly maintained and reviewed when required.
- Ensure effective arrangements are in force to facilitate the evacuation of the building in case of fire or other emergencies and that fire fighting equipment is readily available and properly maintained.
- Liaise with and consult local trade unions on health and safety procedures and ensure their effective implementation.

### **Health and Safety Liaison Officer (HSLO)**

The Health and Safety Liaison Officer is Suzanne Stretton, Governor.

The Officer will:

- Visit the school on a termly basis and engage with staff as necessary to review any Health and Safety reports issued by qualified consultants and to agree any actions required where necessary, and to monitor progress with any action points arising.
- On receipt of complaints from a member of staff investigate the issue and ensure appropriate action has been taken
- Monitor that risk assessments are undertaken and distributed to all staff and updated in accordance with the school's risk assessment policy.
- Assist the Headteacher with obtaining relevant risk assessments if required

### **Site Agent:**

The Site Agent has the duty to check the general conditions of the premises, in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with or reported to the HSLO. Where action required is outside their authority or ability the matter will be reported to the Head teacher or HSLO for appropriate action.

The Site agent will arrange that cleaners employed at the school are given necessary health and safety information on safe working practices; that the safety checking of their equipment is carried out; and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations [COSHH] (2002) and the management guidelines.

### **Teachers**

All teachers are responsible for ensuring that their areas of responsibility are checked

frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then the Headteacher or the HSLO should be advised of the hazard/issue.

## **All Staff**

All staff have a health and safety responsibility to ensure that they are safe in what they are doing and their actions/activities do not cause harm or injury to others. Accordingly all staff should ensure that they comply with the schools health and safety policy, training or instructions.

Non-teaching staff should report hazards to their immediate line managers or HSLO who should address the issue in accordance with the policy. Teaching staff should follow the guidance outlined in the teachers' responsibilities.

## **Specific Responsibilities:**

The following staff have been nominated to be responsible for the following areas of health and safety:

Fire Safety: Peter Gendall, Paula Black, Katrina Grant, Amy Freeman

First Aid: See list

Administration of medicines: Emily Taylor, Ria Gordon

Health & Safety Liason Officer – Suzanne Stretton, Governor representative

COSHH: Peter Gendall

Electrical Safety: Peter Gendall

Asbestos Safety: Peter Gendall

# **Arrangements**

## **Training**

New volunteers, teaching and non-teaching staff should be provided with induction training appropriate to their health and safety needs.

Employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

Refresher training in new areas of responsibility will be arranged for members of staff either at their own request or at the direction of the Head teacher.

Time off for the training of Safety Representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Health and Safety representative in order that they can play an effective role in the review of procedures.

## **Emergency Procedures [Fire and Bomb]**

All staff are required to ensure that they are familiar with the emergency procedures and evacuation drill.

The fire alarms will be tested weekly and a log of such test kept. The information shall include date, time and duration.

There will be a Fire Evacuation Drill and a Lockdown Drill every half term.

Staff are required to report any defects or missing firefighting equipment to Peter Gendall immediately.

Fire exits, routes and fire fighting equipment will not be obstructed at any time and fire doors should be kept closed.

Fire Warden training is updated for Peter Gendall every three years to ensure training is relevant and up to date. The Headteacher – Paula Black, Mrs Katrina Grant and Miss Amy Freeman are also Fire Warden trained.

## **First Aid**

Location of first aid boxes is displayed in classrooms, the hall and the staffroom. Allocated first aiders (Currently Emily Taylor and Ria Gordon) will ensure that the first aid boxes are replenished as necessary. First aid boxes will be checked every term.

All first aiders and staff will ensure that accidents are reported as outlined below. First aid certificates are regularly updated according to the HSE regulations.

## **Administration of Medicines**

Guidance on this is set out in the Health and Safety Manual. The Governing Body has agreed that allocated first aiders only – Emily Taylor and Ria Gordon - will give medicines prescribed by the doctor on completion of the forms giving parental permission. Medicines will be stored in the fridges in the staff room when appropriate. We will continue to provide yearly training to all staff in Epipen and Inhalers and any other medication agreed by the headteacher and the School Nurse.

## **Accident and Ill Health reporting**

All staff are required to ensure that all accidents, incidents and serious incidents are reported to the school Office and that the appropriate forms are completed and logged onto AssessNET

## **Equipment and Electrical Testing**

The Headteacher will ensure that testing, inspection and maintenance of equipment as outlined in the Health and Safety Manual are undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user or in the case of equipment used by pupils with the class teacher. Equipment found to be unserviceable or of doubtful serviceability shall be taken

out of service, adequately labelled, locked away and the defect reported to the Head teacher who will arrange replacement or repair.

The Headteacher will ensure that all equipment brought into school from other sources e.g. on loan or during a letting has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety guidelines by the headteacher.

## **Asbestos**

A copy of the Asbestos log is kept in the office, Peter Gendall will ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the log Book.

All contractors will be referred to the log book before commencing work. Any member of staff who may disturb the fabric of the building must refer to the Logbook before commencing work.

## **Contractors**

The Headteacher will ensure that the management guidelines for contractors are adhered to at all times.

## **Educational Visits and Journeys**

All educational visits and journeys must be approved by the Educational Visits Coordinator who will ensure that the visit is in compliance with the Educational Visits and Journeys Policy. These will then be given final approval by the Head Teacher.

## **Covid-19 Coronavirus outbreak**

Following on from the worldwide outbreak of the virus in the winter of 2019, in order to protect the safety of pupils, staff and the wider community, Woburn Lower School established the following related documents, which were ratified by Governors and shared with staff, parents and children as appropriate:

- Coronavirus Action Plan
- Risk assessment – return to school
- LA risk assessment
- Heritage Centre risk assessment
- Emergency fire action plan
- Lockdown emergency plan
- Home school agreement letter
- Staff behaviour addendum
- Bubble rules
- Cleaning procedures

Covid 19 Lateral flow tests and information were made available to all staff, including peripatetic staff

All classrooms and the school hall are stocked with cleaning materials, hand sanitizer and PPE equipment

The documents listed are working documents that have been, and will be, added to or amended as Government or LA guidance changes.

**Related policies:**

First aid

Supporting pupils with medical needs

**Covid related documents:**

Bubble rules

Heritage Centre Risk Assessment

Home School Agreement

Risk Assessment March 2021

Cleaning routines

**Governor:**

**Date: September 2024**

**Headteacher:** Paula Black

**Date: September 2024**

**Review: September 2025**