



Osborne
Co-operative Academy Trust

Self-help
Self-responsibility
Equity
Equality
Democracy
Solidarity

School Health and Safety Policy

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Version Control

Author	Date Created	Version	Notes
oneSource	2017	1.0	Approved by Trust Board
oneSource/T. Polston	December 2019	2.0	<p>oneSource Organisation – minor additions to role of Local Governing Body, Headteachers/Heads of School and Managers/Supervisors Arrangements – risk assessment section updated</p> <p>T. Polston Amendments were made to the following sections: Fire Hazard and Omissions Reporting Stress</p> <p><u>Additions to the policy:</u> Occupational Health Eye & Eyesight testing.</p>
T. Polston	June 2020	2.0	<p><u>Additions to the policy following advice from oneSource:</u> Page 5 – Employees responsibilities Page 12 – Local procedures to be added for policies to be read in conjunction with this policy Page 12 - Security</p>

Osborne Co-operative Academy Trust

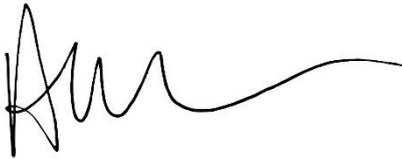
Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

Status of this document

This Policy details the local arrangements for managing health and safety at Arthur Bugler Primary School. It is a subordinate Policy to the Osborne Co-operative Academy Trust Health and safety Policy, and should therefore, be read in conjunction with this and the Trust's Safety Management System.

Statement of intent

Arthur Bugler Primary School is committed to ensuring high standards of health and safety in all its activities. It aims to not just comply with the minimum health and safety legislative requirements but, the spirit of the law as well. The School values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including pupils), is protected so far as is reasonably practicable. It recognises the economic and social benefits which are derived from the implementation of an effective health and safety management system. In order to derive these benefits the School's Governing Body and Senior Management Team commit to providing the necessary leadership and resources to implement, maintain and continuously improve the School's safety management system.



Signed Chair of Governors



Signed Headteacher

Safety Management System

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health and Safety Management".



Organisation

Governing Body

The Governing Body is responsible for ensuring that:

- It considers the health and safety implications of its decisions;
- Adequate resources are allocated to health and safety;
- Overall objectives for the School's Safety Management System are set and reviewed;
- Health and safety standards are maintained by monitoring the school's performance on a termly basis;
- At least one health and safety governor is nominated;
- This Policy is kept up to date by reviewing it annually.

Health and safety Governors

Health and safety Governors will:

- Participate in termly workplace inspections of the establishment;
- Monitor the School's health and safety performance (including against its SMS action plan) on behalf of the Governing Body (see the arrangements section for further details on monitoring requirements);
- Present a report to the Governing body each term detailing the findings of their activities.

All Employees

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with the School to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices they become aware of, using the School's hazard reporting system. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the School's Health and Safety Policy and associated arrangements, and to co-operate with the School on its implementation.

Employees must ensure that they are fully aware of their own health and safety responsibilities, these will be detailed in this document and in local/departmental procedures.

Employees have access to the oneSource Health and Safety Manual, this is an online resource which details how various tasks should be undertaken. All staff should familiarise themselves with this; the School's Health and Safety Co-ordinator can provide log-in details.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for female staff: The School has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty employees need to inform their line manager about their pregnancy at the earliest opportunity. The School recognises that some prospective parents may not wish for information on their pregnancy to become public. The School will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

Headteacher/Head of School

The **Headteacher/Head of School** is responsible for ensuring that:

- The health and safety decisions of the Board of Trustees are complied with;
- Systems are established and maintained within the School to ensure that health and safety is effectively managed;
- A Health and safety Coordinator has been appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Osborne Co-operative Academy Trust Health Safety Policy and this Policy are brought to the attention of all staff and they are aware of their responsibilities under them;
- A copy of the School's health and safety policy is kept in the office and staff room of the School for staff to access. It is also available under the Documents and Policies module of the Every system;
- Health and safety information is communicated to relevant staff;
- Accidents are recorded, reported and investigated using the established procedures;
- There are adequate arrangements in place to enable the School's employees to be consulted on matters affecting their health and safety. Where trade union safety representatives have been appointed that suitable arrangements are made to enable them to be able to undertake their duties;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular they will ensure that adequate arrangements have been made to manage potential emergency situations
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health and Safety Policy, fire and other safety procedures;
- The School's health and safety performance is monitored;
- Termly health and safety inspections of the School are carried out. In order to demonstrate senior management commitment to health and safety they will participate in at least one inspection per year.

Senior Leadership Team

The Senior Management Team manages the day-to-day operation of the School. It is therefore responsible for ensuring there is a positive health and safety culture within the School. It is also responsible for establishing and maintaining the School's safety management system.

Members of the Team are responsible for deputising for the Headteacher in their absence.

Key responsibilities of all managers and supervisors

All line managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing other employees) are responsible for ensuring this Policy, and the arrangements made under it, are implemented in their areas of activity. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

- (a) Promoting and developing a positive attitude towards health, safety and welfare throughout the School;
- (b) Ensuring that they are and remain competent to undertake their role;
- (c) Ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare;
- (d) Ensuring risks are assessed, the significant findings recorded, safe systems of work developed and communicated to employees, and appropriate protective and preventive measures implemented;
- (e) Ensuring all accidents, near misses and acts of violence and aggressions are investigated and recorded using the School's established systems;
- (f) Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;
- (g) Ensuring employees under their control are adequately trained, informed, instructed and supervised;
- (h) Making suitable arrangements for consultation with employees and employee safety representatives;
- (i) Ensuring that only contractors who have been assessed for their health and safety competence are appointed to carry out work on the School's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to School employees, pupils, contractor's employees and others are minimised;
- (j) Reporting health and safety issues which they cannot resolve to the School's Health and safety Co-ordinator.

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Some managers within the School have additional responsibilities to the general duties and these are described below. Duties relating to the inspection and maintenance of plant & equipment (either directly or contract management) are contained in the maintenance and inspection matrix at the end of this section.

Health and safety Co-ordinator

The main purpose of this role is to champion and monitor the implementation of the School's Health and safety Policy on behalf of the Headteacher/Head of School. They are therefore responsible for:

- a) Establishing central record keeping systems for the School for key documents such as risk assessments, safe systems of work and emergency procedures;
- b) Preparing health and safety monitoring reports for the School's Governing Body on behalf of the Headteacher/Head of School;
- c) Reporting deficiencies, failures, or lack of co-operation with the School's safety management system to the Headteacher/Head of School where they are unable to achieve resolution themselves.

- d) Liaising with the Schools' Health and Safety Team. Including the adoption and distribution of corporate policy and guidance within the School.

Caretaker

Is responsible for ensuring the health and safety of the site. In particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the Every system regularly throughout the day, rectifying those issues within their authority and notifying the Health and Safety Co-ordinator of any unresolved issues;
- Undertaking termly inspections of the communal areas of the School to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Liaising with contractors to ensure that they are aware of relevant School procedures, including but not limited to fire, hazard and accident reporting and asbestos control.

Heads of Department

Heads of Departments are responsible for implementing the Health and Safety Policy within their Department.

In particular, Heads of Department will need to ensure that:

- A copy of risk assessments relevant to the Department is maintained.
- Equipment within the Department is maintained in a safe condition. To achieve this the Head of Department will ensure that the equipment is subject to regular inspections by competent staff and an annual maintenance programme.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and that an action plan is produced to ensure that any issues identified are resolved;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;
- Records are maintained of the Department's health and safety activities:

Teachers

The health, safety and welfare of students in classrooms, laboratories and workshops is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary (**notices, posters, hand-outs are not enough**);
- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;

Make recommendations on health, safety and welfare matters to the head of subject or team leader.

Technicians

Technicians are responsible for:

- Undertaking termly inspections and maintenance of hand-tools, apparatus, personal protective equipment and testing energy supply outlets/taps/sockets in the teaching and preparation areas in accordance with departmental checklists;
- Ensuring that hazardous substances are stored appropriately;
- Ensuring preparation and practical teaching areas are kept tidy.

Educational Visits Co-ordinator

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Trust's Policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment.

Mid-day Assistants

Mid-day assistants must ensure that they know the role which they must play in the event of an emergency evacuation and the procedure for first aid during the lunch period.

Competent Advice

The Osborne Co-operative Academy Trust utilises the oneSource Health and Safety Team as its source of competent health and safety advice. The School has access to the advisory service via its Health and Safety Co-ordinator.

Maintenance and Inspection Matrix					
Plant/Equipment/Service	Maintenance/ Inspection type	Frequency	Scheduled for (month)	Current Contractor/ in-house	Responsible person (task performance or contract management)
Air Conditioning	Maintenance	Annually			
Air receivers>250bar/litres	Inspection	Annually			
Asbestos Monitoring	Check	Variable	January	Environtec	T Lee
Autoclaves	Inspection	Annually			
Boiler	Maintenance	Annually	December	All Seasons Solutions	T Lee
	Inspection	Annually	December	All Seasons Solutions	T Lee
Clinical waste disposal	Waste collection and disposal	Dependent on risk assessment	Fortnightly	Canon	T Lee
D&T plant/equipment	Safe condition	Annually			
	Maintenance	Annually			
Electrical (mains wiring)	Inspection	5 Yearly	October 23	Quantec	T Lee
Electrical (PAT)	Inspection	variable	November	Sparks Electrical	T Lee
Emergency evacuation chairs	Inspection	Annually			
	Visual Check	Monthly			
Entrance Barrier/gates (powered and manual)	Inspection (powered)	Annually	January	Seeking New Contractor	T Lee
	Visual check	Termly	January	In house	Caretaker
Extraction systems (dust)	Inspection	Annually			
Extraction Systems (heat processes)	Inspection	Annually			
Extraction Systems (Kitchens)	Maintenance	Quarterly	Oct / Jan April	In house	Thurrock Catering Services
		Annually	July	DCUK	Thurrock Catering Services
Extraction Systems (fume cupboards)	Inspection	Annually			
Emergency Lighting	Visual check	Daily	--	In house	Caretaker
	Test	Monthly	--	In house	Caketaker
	Inspection/battery test	Yearly	April	Blake Security & Fire Services	T Lee
Fall arrest systems	Inspection	Annually			
Fire Alarm , detectors and door release (including independent door release devices)	Test	All in 13 week period	--	In house	Caretaker
	Inspection	Quarterly	April / October	Blake Security & Fire Services	T Lee

Independent fire door release devices	Battery change	Annually	November	Panther Security	T Lee
Fire Doors	Inspection	Annually	July	Seeking New Contractor	T Lee
	Visual Check	Monthly	--	In house	Caretaker
Fire escape staircases/ladders (external)	Inspection	5 years after installation/ every 3 years thereafter			
	Visual check	Annually			
Fire Extinguishers	Inspection	Annually	December	RDG Fire Safety Ltd	T Lee
	Visual Check	Monthly	--	In house	Caretaker
Fire evacuation doors	Visual Check	Monthly	--	In house	Caretaker
Fire Shutters	Maintenance				
	Inspection				
Gas appliances	Inspection	Annually	November	Dragon Services	Thurrock Catering Services
Heating System	Maintenance	Annually	December	All Seasons Solutions	T Lee
Hoists (engine)	Inspection	Annually			
Hoists & Slings (patient)	Inspection	6 months			
Intruder Alarm	Maintenance	Annually	November	Panther Security	T Lee
Kiln	Inspection	Annually			
Ladders/step ladders	Inspection	Annually	January	Seeking New Contractor	T Lee
Lifts/stairlifts	Inspection	6 months			
Lightning conductors	Inspection	Annually	March	Straker Tech UK Ltd	T Lee
MEWP	Inspection	6 monthly			
Minibuses	Check	Before use			
	Inspection (MOT)	Annually			
	Maintenance	Annually or as per manufacturer's schedule if shorter			
PH/Free Chlorine	Test	3 times per day			
PE equipment (including recreational posts)	Inspection	Annually	July	Universal Services Ltd	T Lee
Play Equipment	Inspection	Annually	July	Universal Services Ltd	T Lee
	Visual check	Weekly	--	In house	MDA Supervisor
Pug Mill	Inspection	Annually			
Radiation Sources	Inspection	Annually			

School House	Inspection	Termly unless otherwise stated in lease	December	In house	Headteacher
Shutter door systems	Inspection	Annually			
Sprinkler systems	Inspection/Maintenance	Annually			
	Test	Monthly			
Steam engines	Inspection	Annually			
Tower Scaffolds	Inspection	Annually			
	After assembly inspection	Before use & every 7 days			
Tie-in bolts	Inspection	Annually			
Trees (Zone 1)	Inspection	Annually	March	Monarch Arboricultural Services	T Lee
Water Systems (descaling)	Maintenance	Quarterly	December	All Seasons Solutions	T Lee
Water Systems (infrequent use)	Flushing	Weekly	--	In-house	Caretaker
Water Systems (hot & cold)	Inspection/Maintenance/sampling	6 monthly/Annually	February / August	All Seasons Solutions	T Lee
Water Systems (temperature)	Test	Monthly	--	In house	Caretaker
Water Systems - thermostatic mixing valves	Maintenance	6 monthly	February /August	All Seasons Solutions	T Lee

Arrangements

This Section details the arrangements which the School has in place for managing health and safety. In most cases it will signpost to other documents/procedures. The School utilises the oneSource Health and Safety Team's "Health and Safety Manual". This is an online resource which details how various tasks should be undertaken. The Manual forms part of the School's arrangements to manage health and safety.

Schools should insert local procedures for accessing policies to be read in conjunction with this policy and where to access them i.e. Food Technology, Science etc.

Document Control

The School has implemented a system of document control to ensure that the most up to date versions of documents are accessed by staff. The School uses a system of date to identify documents.

Risk assessments

The School has assessed the risks relating to its operations using a hazard register to ensure that all activities have been managed appropriately to the level of risk they pose. Where significant risks have been identified, these and the necessary control measures, have been recorded on individual risk assessments. The Health and Safety Co-ordinator maintains a central record of all risk assessments. Copies of appropriate risk assessments are held by all departments/subject leads. For some risks the School has adopted the control measures outlined in oneSource's Health and Safety Manual.

Line managers are responsible for ensuring that their staff are aware of and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed, the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced. Guidance on completing risk assessments is contained in the Management Systems section of the Health and Safety Manual and risk assessment form templates are available in the Supporting Documents Section.

Risk assessments will be reviewed at least annually.

Fire

The School has undertaken a fire risk assessment the findings of which have resulted in the development of systems to mitigate and control the risk. Notices containing the actions required in the event of a fire are sited around the School. The Fire Register which contains the assessment and details on the management of the various control measures is located in the Health & Safety cupboard.

Termly fire drills should be carried out and findings recorded in the log book and on Every. Call points should be tested over a thirteen week cycle; a zonal plan should be in place to ensure all areas are tested during this period. This must be recorded in the log book and on Every. Confirmation should be obtained from the monitoring station that the signal was received.

Hazard and unsafe acts and omissions reporting

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour. All hazards and unsafe acts and omissions must be reported. Hazards should be reported using the Every system.

Security

Procedures for invacuation are displayed around the school and updated annually.

Accident and near miss reporting

A near-miss is an incident which could have resulted in injury or loss, if the circumstances were different (for example if a school keeper was working on a tower scaffold and dropped a tool, but luckily it did not actually cause any injury or damage).

All accidents and near misses must be reported. Minor injuries to pupils are recorded in the class first aid books. All other accidents are to be reported to a member of the Leadership Team who will record the incident using the oneSource online accident reporting system. OneSource will report to the HSE, on behalf of the School, any accidents which are RIDDOR reportable.

Communication

The School communicates information on health and safety to its employees using the following methods:

- As part of the induction process;
- Team meetings/Departmental/Staff meetings;
- Staff circulars/newsletter;
- Staff notice boards
- 1:1s

Consultation on health and safety matters

The School consults its staff regarding issues affecting their health and safety through staff meetings/team or department meetings/School Safety Committee. Staff can also raise concerns via the Health and Safety Co-ordinator.

First aid

The School has assessed its needs in relation to first aid to ensure there is adequate provision at all times the School is occupied. All procedures for First Aid can be found in the First Aid policy.

Contractor management

The School will not use contractors unless they have been properly vetted (including health and safety). Contractors are required to sign in at Reception using the Inventory system. All contractors will be shown the asbestos register entries for the area they will be working in and be required to sign a declaration that they are aware of the asbestos' location and will not disturb it. The office staff are responsible to monitoring contractors on the School site.

Employee competence

The School will ensure that employees are competent to perform their duties from a health and safety perspective. The School utilises competency matrices which list the knowledge, training, experience and attitudes necessary for any given role. Staff are developed so that they can meet these criteria.

Key roles in the School have to attend health and safety management training organised by the Trust's Health and Safety Co-ordinator.

Stress

The School recognises the detrimental effects that stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their line manager or the Headteacher/Head of School. Employees may also contact Educational Support Partnership who provide a confidential advisory/counselling service to the school's employees on 08000 562561.

Occupational Health

Adhering to the Sickness Management Procedure, the Trust purchases the services of Essex Occupational Health Service for all staff. Incidences of work-related ill health will be referred to, and monitored by, Essex Occupational Health Service. Guidance will then be provided to the school with regards on-going support required for the staff member.

Eye and Eyesight Testing

All employees who are identified as "Users" are entitled under the Display Screen Equipment Regulations to have their eyes and eyesight tested at regular intervals, at the employer's expense.

Where the test shows the "User" to have an eye defect at the VDU vision distance, the Trust will reimburse £19.95 towards the cost of the eye test and up to £55.00 for prescription lenses (glasses or contact). Any balance must be met by the employee.

Employees are entitled to an eye and eyesight test when they first become "Users", at regular intervals thereafter (usually determined by the optometrist) and whenever they experience visual difficulties which may be associated with VDU work.

Employees who frequently use laptops as part of their work should inform the optician since the typical viewing distance may be shorter than for desktop computers.

An Eye Test Reimbursement form is available from the a member of the Leadership Team and should be completed in full by the employee and authorised by their Headteacher/Head of School.

The Optician will indicate on the form whether further action is required, and if so the type of prescription required, by ticking the appropriate box on the Eye Test Reimbursement form. This will determine whether the employee is entitled to a further eye care subsidy (currently £55.00) towards the purchase of glasses.

The **signed and stamped** Reimbursement form should be returned to a the office staff long with a copy of the prescription and receipt. A copy of the form will be held on the Employees personal file.

Monitoring of health and safety performance

A termly report is provided to the Governing body that includes the following monitoring data:

- Number of accidents;
- Number of near-miss reports;
- Number of incidences of work-related ill health;
- Number of hazards reported/rectified;
- Number of fire drills planned/unplanned
- Outcomes from fire drills.

Each year the following are also reported:

- Number of risk assessments identified as being required;
- Number of risk assessments completed;
- Number of risk assessments reviewed;

- Percentage of risk assessments which are deemed current (completed or reviewed in previous 12 months);
- Percentage of required maintenance activities and inspections completed;
- Training against needs analysis.

**Osborne Co-operative Academy Trust
Eye Test Reimbursement Application Form**

1. In line with the Health and Safety Policy, an employee may be reimbursed up to £19.95 towards the cost of an eye test and possible fees charged by the optician for completion of this form, and up to £55.00 for prescription lenses (glasses or contacts). Any balance due to the optician must be met by the employee.
2. An employee and their line manager must complete **section 1** of the form below **before** undertaking an eye test.
3. This form should be taken to an optician of the employee's choosing and the optician should complete **section 2** after the examination.
4. A copy of the prescription together with relevant receipts should be attached to the expenses submission for approval by the Headteacher/Head of School

Section 1 – Employee / Manager

Employee Name (Person having eye test)	
Date of Last Test	
Line Manager Name	
Manager Signature	
Date	

Section 2 – Optician – CERTIFICATE OF RECOMMENDATION

I confirm that I have examined the above named patients eyes and recommend the following (Tick one only from A to F)

Findings				Tick one		
Spectacles are not required / No change in current prescription				A	<input type="checkbox"/>	
Spectacles are required for general use				B	<input type="checkbox"/>	
Spectacles are required for general use , incorporating a special prescription for VDU use				C	<input type="checkbox"/>	
Spectacles are required solely for VDU use				D	<input type="checkbox"/>	
Spectacles are needed for safety purposes				E	<input type="checkbox"/>	
Spectacles are required for driving purposes				F	<input type="checkbox"/>	
Type of spectacles needed	Single Vision	<input type="checkbox"/>	Bifocals	<input type="checkbox"/>	Multifocals	<input type="checkbox"/>
Additional Comments						
Opticians Signature		Date				
Opticians Name and Address (Address stamp or provide a compliment slip)						

