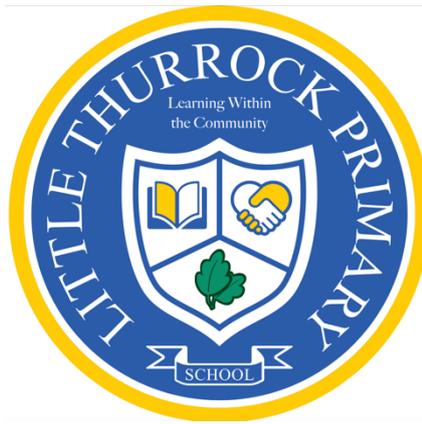


LITTLE THURROCK PRIMARY SCHOOL



Health and Safety Policy

Signed:

Deoise Hanson

Chair of Governors

Signed:

S. Melling

Headteacher

Date: October 2021

Next Review: October 2022

LITTLE THURROCK PRIMARY SCHOOL



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>
L.Coates	June 2021	2.1	Reviewed for gender neutrality Identifying staff names removed Page 2 – Local added to Governing Body

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 East Tilbury 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

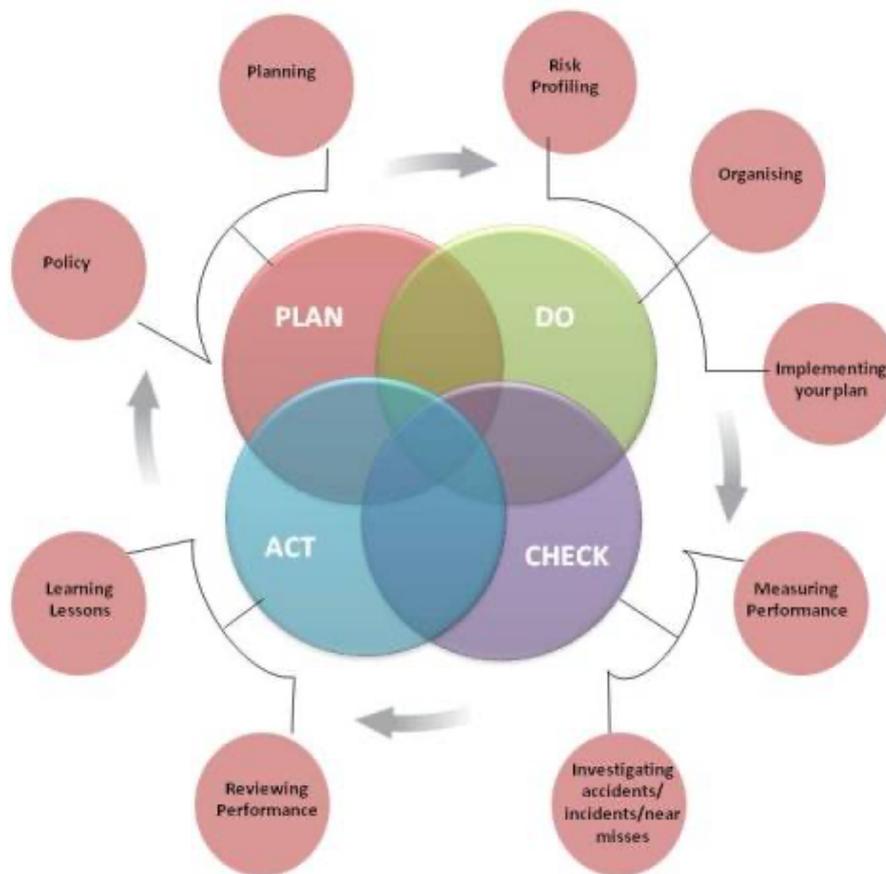
Little Thurrock Primary School is committed to ensuring high standards of health and safety in all its activities. It aims to not just comply with the minimum health and safety legislative requirements but, the spirit of the law as well. The School values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including pupils), are 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 Local 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

Local Governing Body

The Local 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 Local Governing Body (see the arrangements section for further details on monitoring requirements);
- Present a report to the Local 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 pregnant 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

The **Headteacher** 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 Management 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 Head of School 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. 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 Local Governing Body on behalf of the Headteacher;
- c) Reporting deficiencies, failures, or lack of co-operation with the School's safety management system to the Headteacher 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.

Site Manager

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.

Senior Leads

Senior Leads are responsible for implementing the Health and Safety Policy within their remit.

In particular, Senior Leads will need to ensure that:

- A copy of risk assessments relevant to the remit is maintained.
- Equipment within the area of responsibility is maintained in a safe condition. To achieve this the Senior Lead will ensure that the equipment is subject to regular inspections by competent staff and an annual maintenance programme is in place.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and, if necessary, 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 safety procedures;

- Records are maintained of health and safety activities:

Teachers and other staff

The health, safety and welfare of pupils in classrooms and elsewhere on the school site is the responsibility of the all staff and as such they should ensure they are all aware of the following. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

All staff are 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 pupils 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 pupils' coats, bags, cases etc, are stored safely;
- 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 SLT.

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. They must be alert to potential hazards that may be presented through outdoor play and mindful of any risk assessments applying to activities.

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 and its staff have access to the advisory service supported by the 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	July	Contractor	Delta T
Air receivers >250bar/litres	Inspection	Annually	N/A	N/A	N/A
Asbestos Monitoring	Check	Variable	Annually	In-house/Contractor	Envirotech
Autoclaves	Inspection	Annually	N/A	N/A	N/A
Boiler Control Panel	Maintenance	Annually	December	Contractor	Kay Controls
Boiler	Maintenance	Annually	November	Contractor	All Seasons Solutions
	Inspection	Annually	November	Contractor	Zurich
Clinical waste disposal	Waste collection and disposal	Dependent on risk assessment	As and When	In-House	Site Manager
D&T plant/equipment	Safe condition	Annually	N/A	N/A	N/A
	Maintenance	Annually	N/A	N/A	N/A
Electrical (mains wiring)	Inspection	5 Yearly	KS1 2024 KS2 2025	Contractor	VK Electrical Services
Electrical (PAT)	Inspection	variable	March	Contractor	Educational PAT Testing Services
Emergency evacuation chairs	Inspection	Annually	N/A	N/A	N/A
	Visual Check	Monthly	N/A	N/A	N/A
Entrance Barrier/gates (powered and manual)	Inspection (powered)	Annually	March	Contractor	Blakes Fire & Security
	Visual check	Termly	Termly	In-House	
Extraction systems (dust)	Inspection	Annually	July	Contractor	Delta T
Extraction Systems (heat processes)	Inspection	Annually	July	Contractor	Delta T
Extraction Systems	Maintenance	Annually	August	Contractor	Dragon Service

(Kitchens)					
Extraction Systems (fume cupboards)	Inspection	Annually	N/A	N/A	N/A
Emergency Lighting	Visual check	Weekly	Weekly	In-house	Site Manager
	Test	Monthly	Monthly	In-house	Site Manager
	Inspection/battery test	Yearly	July	Contractor	Blakes Fire & Security
Fall arrest systems	Inspection	Annually	October	Contractor	First Testing Limited
Fire Alarm , detectors and door release (including independent door release devices)	Test	All in 13 week period	January 2021	Internal Inspection	Site Manager
	Inspection	6 Monthly	June/Dec	Contractor	Blakes Fire & Security
Independent fire door release devices	Battery change	Annually	June/Dec	Contractor	Blakes Fire & Security
Fire Doors	Inspection	Annually	Annually	In-House	Site Manager
	Visual Check	Monthly	Monthly	In-house	Site Manager
Fire escape staircases/ladders (external)	Inspection	5 years after installation/ every 3 years thereafter	N/A	N/A	N/A
	Visual check	Annually	N/A	N/A	N/A
Fire Extinguishers	Inspection	Annually	December	Contractor	Essex Fire Safety
	Visual Check	Monthly	Monthly	In-House	Site Manager
Fire evacuation doors	Visual Check	Monthly	Monthly	In-House	Site Manager
Fire Hydrant Testing	Maintenance	Annually	November	Contractor	Essex Fire Services
Fire Shutters	Maintenance	N/A	N/A	N/A	N/A
	Inspection	N/A	N/A	N/A	N/A
Gas appliances	Inspection	Annually	October	Contractor	All Seasons Solutions
Grounds Maintenance	Maintenance	Monthly	Monthly	Contractor	Countrywide
Hall Partition	Maintenance	Annually	October	Contractor	Pro Servicing

Heating System	Maintenance	Annually	October	Contractor	All Seasons Solutions
Hoists (engine)	Inspection	Annually	N/A	N/A	N/A
Hoists & Slings (patient)	Inspection	6 months	N/A	N/A	N/A
Intruder Alarm	Maintenance	6 months	June/Dec	Contractor	Blakes Fire & Security
Kiln	Inspection	Annually	N/A	N/A	N/A
Ladders/step ladders	Inspection	Annually or Every Use	September	In-House	Site Manager
Lifts/stairlifts	Inspection	6 months	N/A	N/A	N/A
Lightning conductors	Inspection	Annually	May	Contractor	K G Young
MEWP	Inspection	6 monthly	N/A	N/A	N/A
Minibuses	Check	Before use	N/A	N/A	N/A
	Inspection (MOT)	Annually	N/A	N/A	N/A
	Maintenance	Annually or as per manufacturer's schedule if shorter	N/A	N/A	N/A
PH/Free Chlorine	Test	3 times per day	N/A	N/A	N/A
Pest Control	Maintenance	Quarterly	Quarterly	Contractor	St Georges
PE equipment (including recreational posts)	Inspection	Annually	June	Contractor	Universal Services
Play Equipment	Inspection	Annually	Annually	Contractor	Universal Services
	Visual check	Weekly	Weekly	In-House	Site Manager
Pug Mill	Inspection	Annually	N/A	N/A	N/A
Radiation Sources	Inspection	Annually	N/A	N/A	N/A
School House	Inspection	Termly unless otherwise stated in lease	N/A	N/A	N/A
Shutter door systems	Inspection	Annually	N/A	N/A	N/A
Sprinkler systems	Inspection/Maintenance	Annually	N/A	N/A	N/A
	Test	Monthly	N/A	N/A	N/A

Steam engines	Inspection	Annually	N/A	N/A	N/A
Tower Scaffolds	Inspection	Annually	N/A	N/A	N/A
	After assembly inspection	Before use & every 7 days	N/A	N/A	N/A
Tie-in bolts	Inspection	Annually	N/A	N/A	N/A
Trees (Zone 1)	Inspection	Annually/5 Years	April	Contractor	Tree Fella
Water Systems (descaling)	Maintenance	Annually	October	Contractor	All Seasons Solutions
Water Systems (infrequent use)	Flushing	Weekly	Weekly	In-house	Site Manager
Water Systems (hot & cold)	Inspection/Maintenance/sampling	Annually	October	Contractor	All Seasons Solutions
Water Systems (temperature)	Test	Monthly	Monthly	In-house	Site Manager
Water Systems - thermostatic mixing valves	Maintenance	6 monthly	Oct/March	Contractor	All Seasons Solutions

Review

The governing body reviews this policy every year. The governors may however review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

