



CAVERSHAM PARK PRIMARY SCHOOL

Health and Safety Policy

Introduction and General Responsibilities

Caversham Park Primary is a maintained school which has approximately 90 pupils and 19 staff. This policy sets out the structures, standards and health and safety responsibilities of employees and Governors of the school in relation to all activities undertaken on site and during off site activities.

These responsibilities apply where the school has direct management control over the day-to-day work activities of agency staff, interim staff and pupils.

Aim of the School

We aim to provide an exceptional education for every child in the school through an ethos of collaboration and high aspirations and through the principles of quality learning using curiosity, exploration and discovery.

This policy should be read in conjunction with:

- Educational Visits Policy
- First Aid Policy
- Fire Safety Policy
- Risk Management Policy

Statement of Intent

The Governors of Caversham Park Primary recognise their responsibilities under the Health and Safety at Work Act 1974 (HSWA) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises, or participating in school activities on and off site.

The Governors will actively work with the Headteacher and staff to identify hazards and where these cannot be removed, ensure that they are adequately controlled.

It is the policy of Caversham Park Primary School to ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others including members of the public who may be affected by our activities. We aim to accomplish this by:

1. Providing and maintaining plant and systems of work that are safe and without risks to health.
2. Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. Providing such information, training and supervision as is necessary to ensure the health, safety and welfare at work of our employees.

4. Maintaining any place of work under our control in a condition that is safe and without risks to health and the provision and maintenance of the means of access to and egress from it that are safe and without risks.
5. Providing and maintaining a working environment for our employees that is without risks to health and adequate as regards the arrangements and facilities for their welfare at work.
6. Bringing to the attention of all employees that they as individuals have a legal responsibility to take care of the health and safety of themselves and others, such as members of the public. Who may be affected by their acts or omissions at work.
7. By consulting with employees, others, such as members of the public and their representatives on all matters that may directly affect their health and safety.

Levels of Responsibility for Health & Safety

The employer is the Responsible Person for Caversham Park Primary School. The employer is Reading Borough Council.

In relation to the school, the Headteacher undertakes the 'Responsible Person' role as defined under the Health and Safety at Work Act 1974 for ensuring that health and safety risks are effectively managed.

To ensure that the school can discharge its responsibilities, all staff and managers have been allocated duties that are proportionate to their level in the organisation.

Governing Body

The Board of Governors have overall responsibility for health and safety and the strategic direction of the school with reference to health and safety. The school will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular the Governors will:

1. Make arrangements to ensure that the school complies with all relevant legislation particularly the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
2. Review and revise the Health and Safety policy annually.
3. Decide upon safety strategy and policy.
4. Take an active leadership role in safety management
5. Ensure the appropriate resource of health and safety.
6. Establish and monitor health and safety targets.
7. Ensure that there is an appropriate management structure and periodically monitor its effectiveness.
8. Ensure that Board members attend the Resources Committee meetings
9. Have health and safety on the agenda at FGB and sub-committee meetings.
10. Ensure that the headteacher, as the Responsible Officer for health and safety, carries out the appropriate responsibilities.

Headteacher

The Headteacher, as the Responsible Officer, is responsible for the day-to-day running of the school and putting the Health and Safety Policy into effect.

The Headteacher is to assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone else using the premises. The Headteacher in particular will:

1. Take a lead role in health and safety management
2. Development of the school's action plan and ensure targets are met.
3. Ensure health and safety is considered during changes or projects
4. Ensure that suitable resources are available to enable the requirements for their area to be carried out
5. Implement this policy and any codes of practice that are relevant
6. Ensure that suitable monitoring of health and safety is undertaken
7. Satisfy themselves that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
8. Ensure that regular health and safety inspections are carried out
9. Arrange for risk assessments to be carried out by a competent person
10. Put into effect any remedial measures or refer as necessary to the Governors.
11. Consult with members of staff on health and safety matters.
12. Maintain a liaison with local police and be aware of local security matters affecting the school.
13. Attend relevant health and safety briefings and training.
14. Report to the Governors at least once per term on health and safety matters.

The Headteacher may not delegate these legal responsibilities but will normally act through teachers on a day-to-day basis to ensure compliance. The Headteacher will attend the Resources Committee.

School Business Manager

The School Business Manager is the competent person for health and safety and will attend the Resources Committee meetings. The School Business Manager will:

1. Advise the Resources Committee on safety strategy and policy
2. Ensure all relevant health and safety legislation and good practice are continually implemented and observed.
3. Ensure that all health and safety and maintenance checks and reviews are undertaken and appropriately documented.
4. Effectively monitor the condition of the premises, following up defects and ensuring remedial work is undertaken.

5. Review and ensure that all appropriate risk assessments are undertaken
6. Ensure appropriate communication and training, relating to health and safety is in place throughout the school.
7. Ensure that contractors on site follow safe working practices.

All Staff

Members of staff also have health and safety responsibilities. In particular staff are required to:

1. Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
2. Co-operate with all health and safety arrangements
3. Report any defect or other health and safety matter that they are aware of to the School Business Manager, or to the Headteacher if a resolution has not been undertaken.
4. Use correct equipment, tools and protective clothing issued.
5. Ensure that they are familiar with all the School's policies in respect to health and safety and any risk assessments that are appropriate to the role they are undertaking.
6. Be part of their key stage risk assessment review procedure, signing that they have read the assessments relative to their work.
7. Undertake any training provided, read relevant documents and implement codes of practice and instructions.
8. Refer any health and safety issues at meetings.

Contractors

The school expects that contractors working for it shall work to the same high safety standards as our employees and shall not put themselves, the school's staff or pupil's at risk. In order that the school can fulfil its non-delegable health and safety responsibilities whenever the use of contractors is being considered, an assessment of their health and safety capabilities will be made by looking at policies, procedures, risk assessment and their history of health and safety compliance.

Volunteers

Where a contract is not in place, but the school has control over their work activities, such as for volunteers, then the same health and safety standards and controls need to apply as if they were employees.

Training

All new employees will undertake an induction programme that informs them of their responsibilities in relation to health and safety in the school.

The School Business Manager will hold and update the training records. Specific training will be highlighted when identified through a risk assessment, during the performance management process, when a new employee starts within a role, or when they have changed their role. This will be organised through the School Business Manager. Training is refreshed every two years. However, specific skills-

based training must be completed before an individual undertakes the work. Skills-based training will be refreshed or renewed as determined by industry best practice.

Level 1 Training

All staff have Level 1 responsibilities and are required to undertake Level 1 Induction training. As part of the induction, staff will be instructed in fire safety, site safety practices and procedures, and first aid procedures. This induction will be, when possible, carried out during the first week of a new starter's employment.

Level 1 induction training is designed to inform staff about the practices and procedures contained within this policy and to provide sufficient knowledge for them to be able to carry out their work in a safe manner. The training must be completed within three months of starting a new job.

Within the first four weeks of employment, the Headteacher and new staff member will devise a health and safety training plan appropriate to the duties of the post. A copy of this training plan must be retained. The plan must also show:

1. All elements of the job that can be undertaken prior to training taking place
2. The tasks that can only be carried out with supervision prior to training taking place
3. Tasks that must not be carried out until training has been completed.

Level 2 Training

Health & safety training for Level 2 should be undertaken by all staff at Caversham Park Primary School within three months of starting the job.

The training will consist of the Level 1 course, and a number of core modules that every Level 2 must undertake. Additional modules are available for specific tasks.

The mandatory modules that must be undertaken are 'Risk Assessment/Safety Inspection' and 'Accident Investigation'.

Level 3 Training

The Headteacher and School Business Manager should complete health and safety training within 3 months of starting work.

Whilst this course will cover all necessary aspects of Health and Safety that Level 3 managers will need, they can take any of the other modules if they require further and specific knowledge.

It is also recommended that Level 3 posts undertake IOSH and Risk Management training.

Governor Training

The Health & Safety appointed Governors should attend Health & Safety training to ensure competence in Health & Safety compliance.

Organisation

The following section details how the school manages its health and safety responsibilities:

Governing Body

The Resources Committee is responsible for coordinating improvements in the control of health and safety risks. All Governors and the School Business Manager attend this Committee. A Governor is appointed as Health & Safety Governor.

The Resources Committee reviews health and safety standards in the school. It also reviews this policy to ensure that it remains relevant to the School's work activities and in particular it:

- Develops the school's health and safety performance management framework and plan and monitors performance against that framework and plan.
- Reviews the health and safety performance of the school against agreed targets and their Action Plans.
- Advises the school on appropriate action to improve the health and safety performance and for significant matters, recommends initiatives to improve the health and safety performance of the school.
- Examines reports on significant accidents and incidents and directs Services to resolve issues or risks.
- Considers the implications of legislative changes and general correspondence and advice from the Health and Safety Executive and other relevant agencies and ensures that any relevant changes to the Health & Safety Policy, strategy and governance are made.
- Considers reports on school health and safety matters submitted by safety representatives or managers and ensures that suitable actions are taken to rectify any shortfalls.
- Ensures that minutes of the meeting are available to Staff and Union Representatives detailing action points where necessary

Role of Trade Union

Trade Unions have the following rights under health and safety legislation:

- To investigate potential hazards and dangerous occurrences
- To examine the causes of accidents at work
- To investigate complaints relating to employees' health, safety and welfare at work
- To make representatives to the employer about the above and other general matters affecting health, safety and welfare of employees.
- To carry out inspections of the workplace
- To represent employees in consultations with the Health and Safety Executive, or other enforcing agencies and to receive information from the HSE
- To attend Resources Committee meeting when Health & Safety is discussed

Union Safety Representatives are actively encouraged to carry out safety inspections and accident investigations, either independently or in conjunction with management. They are also invited and involved in the annual health and safety self-audit process. In order to carry out the above functions an employer is required to allow Union representatives time off with pay, suitable facilities and assistance.

Competent Safety Advisor

The employer, Reading Borough Council, is accountable for the health and safety of school staff and pupils.

Reading Borough Council's Corporate Health and Safety Team's primary role is to provide assurance that, the school complies with all relevant health and safety legislation and that the school conducts its work activities in such a manner as to protect the health, safety and welfare of its employees, customers, pupils and visitors. It achieves this by promoting training and technical advice, monitoring compliance and formulating and promoting the school's health and safety documented management system.

The Corporate Safety Advisor will provide advice and guidance for all matters where there has been a serious injury to a member of staff (e.g. RIDDOR reports), a work-related injury to a member of the public, a failure in health and safety process or risk control or where an enforcement agency is engaged in an investigation.

Communication

All staff will be notified of communication channels within the school for health and safety at their induction. The Resources Committee will ensure that health and safety guidance and advice is kept together in folders in the School Office. All such advice is to be communicated to staff where relevant and incorporated in to the school's procedures.

Staff must report all incidents, no matter how minor, immediately to the Headteacher and/or School Business Manager in person or email.

Staff Consultation

The Governing Body and Headteacher recognise the valuable contribution to health and safety that can be made from all staff. All regular staff meetings of various groups will contain an agenda item on Health and Safety and any significant concerns or agreed suggestions will be reported to the Headteacher.

Resources Committee

The Resources Committee provides the main forum for the school leaders and those responsible for health and safety to discuss health and safety issues. The Committee meets three times per year and is chaired by the Governor responsible for Health and Safety.

Arrangements for Entry On Site

Arrangements Entry

A perimeter fence will be maintained with a pedestrian gate for pupils and staff and a separate gate for vehicular access. The side gates within the school grounds will be locked, other than at the start and end of the school day.

Visitors

All visitors must sign in at Reception and will be issued with a visitor's badge. They will be accompanied by a member of the school staff throughout their visit unless they have a valid and enhanced DBS certificate. Where visits require one-to-one interviews, arrangements must be made to ensure their mutual safety.

Premises Hire

Any hirers of school premises are responsible for ensuring that they use them correctly. The school recognises its duties as controller of premises and will ensure that:

1. Premises hired are in a safe condition for the purpose of hire
2. Arrangements for emergency evacuation are adequate
3. Fire-fighting equipment is in place and in operational condition
4. Proper physical security arrangements are made
5. Insurance requirements are met
6. All hirers are provided with the Fire Safety Policy

Contractors

All Contractors must be signed in at Reception and are advised of any site specific safety rules and informed of any hazards that they may be exposed to. They must also be advised of the site contact and the process for amending the authorised initial works.

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. Where contractors are appointed directly by the school, the School Business Manager must ensure that:

1. The work to be undertaken by the contractors is agreed in advance
2. Risk assessments and method statements are reviewed prior to works being undertaken
3. Hazards and risks of injury and loss are identified, and ways of eliminating, reducing and controlling those risks are identified and actioned.
4. The standards to which the contractor must work have been specified, including competency standards
5. A management system is in place to ensure that the agreed safety performance is achieved, giving rise to remedial action if safety performance is unsatisfactory.
6. Permits to work are utilised
7. Where relevant, a copy of the Asbestos Register will be discussed and given to any contractor working in an area where contact with asbestos is possible.

Documented Health & Safety Management System

The school has developed a series of health and safety documented management systems.

Risk Assessment

Staff will carry out risk assessments and involve relevant staff in the process, as detailed in Code of Practice 027.

Risk assessments may be generic for low-risk areas (e.g. general office work). For other higher risk areas e.g. Caretaker roles, a specific risk assessment must be carried out. Specific risk assessments can be for a particular task, job role or person. This includes where a member of staff has a disability or a pre-existing medical condition (and may be adversely affected by the work activity).; or is a new or expectant mother; or has little experience and works in a high-risk area.

A specific risk assessment will be required where staff or pupils have individual needs or challenges which present health and safety risks to either themselves, staff or others. The risk assessment template H&S Form 027 can be used for this process alongside their job description which will help identify tasks which the person is/is not able to undertake or require additional support.

Whilst risk assessments are most frequently used to assess hazards that staff and others might experience during normal activities, managers will also need to risk assess activities that are less frequent but could still present significant risks. This could include office moves, changes to working patterns, major incidents and external inspections where staff health and wellbeing may be affected. Managers must ensure that suitable controls and support mechanisms are in place to reduce the risks to safety or adverse health or wellbeing consequences.

A Local Safety Practice will be prepared, based on the findings of risk assessments, when complex control measures are needed to reduce a significant risk of injury or loss.

Risk assessments will be recorded by the person carrying them out and made available to staff and others as well as saved to the Admin Shared Drive. Risk assessments will be checked during the Health and Safety Self-Audits.

Risk assessments need to be reviewed when:

- A set period of time has passed (as determined by the risk assessment however at least annually).
- When new technology or ways of working affect the risk
- When the risk materially changes

- Following an accident or incident when the adopted methods of working were being followed
- There are changes in legislation or guidance

Local Safety Practices

Whenever a risk assessment has been carried out on a local work activity or on a piece of equipment and a significant risk has been identified which requires multiple controls to reduce the risk, then a Local Safety Practice (LSP) that sets out a safe system of work must be prepared. All staff shall be provided with copies of the LSPs that are relevant to their work area or activities. Suitable information, instruction or supervision shall be provided to enable staff to follow the adopted safe working practice.

LSPs will need to be reviewed during the risk assessment process.

Codes of Practice

The Codes of Practice (CoPs) cover the main safety hazards faced by staff, visitors, contractors and members of the public arising from the work activities of the school. The CoPs are generic and provide information on how to control the risks involved within a particular activity.

The following codes of practice are relevant to Caversham Park Primary School:

- COP001 – Accident Reporting
- COP003 – Asbestos Management Plan
- COP004 – Cash Handling
- COP008 – Control of Substances Hazardous to Health (COSHH)
- COP009 – Display Screen Equipment
- COP012 – Fire Safety
- COP013 – First Aid at Work
- COP014 – Health and Safety in Offices
- COP015 – Personal Safety & Lone Working
- COP017 – Management of Health and Safety at Work
- COP018 – New and Expectant Mothers
- COP020 – Personal Protective Equipment
- COP021 – Manual Handling
- COP023 – Agency Workers
- COP024 – Contractors
- COP025 – Working at Height
- COP026 – Workplace Health, Welfare and Safety
- COP027 – Risk Assessments
- COP028 – Sharps
- COP029 – Control of Communicable Diseases
- COP034 – Stress Risk Assessment
- COP035 – Offsite Activities Policy
- COP036 – Supporting Pupils with Medical Conditions
- COP042 – School Critical Incident Policy

Record Keeping

Adequate, accurate and consistent health and safety records shall be maintained. The Headteacher is responsible for ensuring that there are suitable and sufficient records of school staff activities. Records should be kept electronically and must be readily available and secure. The following records are required:

- a) All risk assessments relevant to the section. (NB When a risk assessment relates to an individual member of staff, it should be kept securely).
- b) All Local Safety Practices relevant to the section

- c) Statutory and manufacturers' recommended inspection records for fire safety, asbestos management, legionella control, electric and gas installations and portable appliance tests,
- d) Records identifying the health and safety training received by every staff member with dates and details. These should include acknowledgment by each staff member that he or she has seen and understood the relevant risk assessments, CoPs and LSPs. Training course details are held in the School Office.
- e) Copies of all self-audits and inspections carried out within the School.
- f) Records of all accidents and incidents reported within the School together with investigation findings and records of remedial action undertaken.
- g) Copies of any correspondence with the HSE or other enforcement authority relevant to the service.

Health and Safety Monitoring

A Health & Safety Strategy has been established to ensure that the school achieves continual improvement in health and safety performance.

The school will develop their own specific targets that are monitored by the Governing Body.

The Headteacher will ensure that for staff members with specific health and safety duties these will form part of the normal annual review and 1:1 performance management process. The Governing Body reviews reports on incident rates, completion of self-audits and the status of risk assessments.

Health and Safety Self-Audits

A health and safety self-audit system in the form of a questionnaire and guide should be completed annually by the School Business Manager. Action plans shall be prepared to rectify any shortfalls. Union Safety Representatives are encouraged to contribute to the audit process and audit programs are monitored by the governors.

Health and Safety Inspections

A health and safety inspection is a physical inspection of the premises. A standard health and safety inspection form is available in the School Office. Where the risk identified by the safety inspection is deemed to be sufficiently serious it cannot be resolved, a report shall be made to the governors for resolution.

Provision, Inspection and Maintenance of Work Areas and Equipment

Work places and equipment will be suitable for the purpose and, as far as is reasonably practical, free from risks of injury.

Where the safety of work places and equipment is dependent on proactive inspection and maintenance, a programme will be established for a competent person to carry out the necessary works (e.g. portable appliance testing – PAT). Appropriate records and relevant test certificates will be maintained.

Accident/Incident and Near Miss Reporting, Investigation and Monitoring

All accidents/incidents and near misses shall be recorded. Service areas are responsible for reporting any accidents, dangerous occurrences or disease that are required to be notified to the Health and Safety Executive under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Headteacher will investigate all accidents/incidents and near misses to establish whether additional procedures are needed to prevent the likelihood of recurrence. Risk assessments, LSPs, training, instruction or levels of supervision may need to be reviewed following the investigation.

If a fatal accident occurs call 999, the accident site must be left untouched until advice is obtained from your health and safety adviser. The HSE will also need to be notified on 0345 300 9923. More information on when to notify the HSE can be found at <https://www.hse.gov.uk/riddor/reporting/how-to-make-riddor-report.htm>.

Reading Borough Council Health & Safety Advisers may be contacted for advice regarding any incident/accident that occurs, but, in the event of an incident which the Headteacher believes may require closure, Reading Borough Council Health & Safety Advisers or, in their absence, the governors, must be contacted immediately for advice.

Periodically, the School Business Manager must review the accidents and incidents that have occurred to try and identify any trends. Where a trend has been identified, remedial action shall be instigated. Accident/incident statistics are reviewed by the Resources Committee.

Control of Contractors

As part of the normal contract monitoring, contractors at work will be checked regularly for safe working. Suitable Key Performance Indicators (KPIs) will be incorporated into the normal contract monitoring processes. The school will stop the work if a contractor is found to be operating in an unsafe manner.

Policy Date	Review Date	Committee
October 2025	September 2026	FGB