**Health & Safety Policy –**

**Summary of Local Arrangements for Ryefield Primary School**

Changes to the main Policy

Information in yellow is supplementary to the main document and is specific to Covid-19 (C-19) procedures.

# Health & Safety Responsibilities

|  |  |
| --- | --- |
| The Employer | Vanguard Learning Trust |
| The person responsible for Health & Safety on the board of Governors is | Chair of Governor H&S Governor |
| The Responsible Person | Head teacher |
| The person(s) delegated with day to day responsibility for ensuring that safety measures are followed | Site Manager & School Operations Manager |
| Site Safety Personnel | Site Manager & School Operations  Manager |

Specific policies, guidelines or codes of practice relating to the areas defined in the summary of arrangements can be found in the site manager’s office.

The Head teacher, Site Manger in conjunction with the School Operations Manager are responsible for ensuring the site and its surrounds are a safe environment for all stakeholders during the Covid-19 arrangements.

# Accidents

All employees are responsible for writing accidents in the accident book. Once an accident has occurred a decision will be made on whether it should be internally reported using the HS1 form as per the internal procedure on reporting incidents, accidents and ill health. Relevant incidents will be reported under RIDDOR

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| --- | --- |
| Location of accident book | Medical Room |
| Person responsible for internal analysing accident history for tends | Welfare Officer |
| Person Responsible for RIDDOR reporting where necessary | Welfare Officer & School Operations Manager |

# Contractors

Contractors and their employees who work unsafely at Ryefield Primary School will be asked to leave.

Contractors are responsible for:-

1. Taking reasonable care of the health, safety and welfare of themselves and others who may be affected by their acts or omissions, including safeguarding the well-being of pupils, employees, visitors and members of the public who may be affected by their activities;
2. Complying with the Health & Safety at Work Act 1974 and all legal requirements made under it;
3. Adhering to contractor Ryefield Primary School safety rules when operating in any part of the site.
4. Observing any site specific procedures that may be in place on site including those relating to emergency procedures and signing in/out.
5. Complying fully with requests for information in particular in relation to the provision of risk assessments and method statements
6. Notifying their contact of any incidents on site as per the procedure on the reporting of incidents.
7. Notifying their contact, in writing, if they have insufficient resources, competence or safety systems in place to undertake work in accordance with legal requirements and procedures.

|  |  |
| --- | --- |
| The person authorised to appoint contractors is | Site Manager |
| The person who will ensure that contractors are inducted and signed in | Site Manager and Main Office |
| The person who will ensure that contractors are shown a copy of the hazard sheet is | Site Manager |
| The person who will tell visiting contractors about the location of asbestos is | Site Manager |
| Person responsible for maintaining records relating to contractors on site is | Site Manager |

During Covid 19 Contractors are expected to read and sign the C-19 visitor self-During Covid 19 Declaration form 48 hours before entering school premises. Contractors will not be issued with lanyards. Staff will check with Contractors whether their employers have any specific requirements before their visit. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the contractor.

# Display Screen Equipment

Where employees use their display screens for at least 1 hour at any time they will be classified as display screen users.

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| --- | --- |
| The person who will ensure that their work station is assessed is | Site Manager & School Operations  Manager |
| The person responsible for ensuring that the risk assessment is implemented is | Site Manager & School Operations  Manager |

# Electricity

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| --- | --- |
| The person responsible for arranging the periodic wiring check is | Site manager |
| The person responsible for arranging portable appliance testing is | Site Manager |

# Emergencies

Emergency arrangements are described within the school emergency plan

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| --- | --- |
| The person responsible for completing the emergency plan is | Head teacher |
| The person responsible for coordination in the event of an emergency is | First  Head teacher |
| Second  Deputy Head teacher |
| Third  School Operations Manager |

Once the situation is in hand and at the appropriate point the Chair of Governors will be contacted.

# Fire

|  |  |  |
| --- | --- | --- |
| The person responsible for arranging termly fire drills | Site Manager  Head teacher | |
| Fire Alarm Testing is carried out by | Bridge Fire Alarm Systems | |
| Fire Extinguisher Testing is carried out by | Bridge Fire Alarm Systems | |
| All staff will be given fire prevention, fire drill and procedure training at induction and issued with policy documentation by | School Operations Manager | |
| Records of fire drills, training and equipment testing are located at | Site Manager’s Office | |
| Periodic in house fire training will be carried out by | Site Manager | |
| Persons in school who have undertaken fire training instruction | **Name** | **Training Level** |
|  | Lee Hughes | Fire Warden  Fire Extinguisher |
| Bernice Hughes  Yr 6 corridor | Fire Warden |
| Jackie Perry Yr 3 corridor | Fire Warden |
| Angela Hill &  Danielle Perry Visitors and Staff registration | Fire Warden |
| Siobhan Dobson  Mary Lount  Early Years Block | Fire Warden |
| Christine Clements  Welfare and studio | Fire Warden |
|  | Sue Ryan Yr 5 corridor | Fire Warden |
|  | Kay Avery  Yr 4 corridor | Fire Warden |
|  | Jenny Peake-Stolberg  Yr 1 corridor | Fire Warden |
|  | Sonia Simmonds  Yr 2 corridor | Fire Warden |

In the absence of any member of staff other fire wardens will sweep the adjacent corridor if able to gain access for example year 6 will sweep year 5 and year 1 will sweep year 2.

Due to Covid-19 the staff have been moved around as some of the school is not in use, the following is where the Fire Wardens are located until the end of term this will be reviewed for Autumn Term

|  |  |
| --- | --- |
| EYFS Building | Siobhan Dobson and Mary Lount (If any member absence Angela Shephard will step in) |
| Year 1 | Christine Clements (If absence Jenny Peake-Stolberg will step in) |
| Year 2 | Closed |
| Year 3 | Classes closed – Kay Avery (toilets) KWP children use the Year 3 toilets |
| Year 4 | Closed |
| Year 5 | Sue Ryan (If absent Bernice will sweep adjacent corridor if able to gain access) |
| Year 6 | Bernice Hughes (If absent Liz Strong will step in) |

# Food

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| --- | --- |
| The person responsible for registering the school to the local environmental health officer where there is catering on site is | School Operations Manager |
| Packed lunches are kept | Outside classrooms |
| Where food is prepared on site a training matrix for food hygiene training has been prepared by | Catering Manager |

Since reopening no hot meals are being prepared on site. The school Catering Team are preparing pack lunches which can be ordered via Parentpay. Pack lunches are kept in classrooms at present to stop movement around the school. Lunches prepared on site are delivered to classrooms by the Catering Team.

# First Aid

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Names | | Location / Extension | Date Certificate Expires | |
| Names of First Aiders that have been trained to First  Aid at Work level | Mrs J Perry  Mrs S Ryan  Mrs K Avery  Miss C Clements  Mrs A Shephard  Mrs B Hughes  Miss S Dobson  Miss M Lount | | Classroom  Classroom  Classroom  SMSA  Classroom  Office  EYFS  EYFS  (Forest Sch) | 07.06.2021 07.06.2021 07.06.2021 07.06.2021 07.06.2021 22.11.2020  22.11.2020 | |
| Location of first aid boxes around the school | | Medical Room Site Office  Staffroom Main Office  Kitchen Rascals  KS1 Fads shed  KS2 Fads shed | | |
| Details of first aiders and appointed persons are clearly displayed in the following locations | | Staffroom  Site Managers Room  Kitchen  Main Office | | |
| The person responsible for checking that first aider qualifications are up to date is | | School Operations Manager | | |

# We have a first Aider is each section of the school (each bubble) to minimise the movement around the school each section has a first aid box to deal with minor first aid incidents; but the Welfare Officer is on duty for assistance and anything more major.

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# Gas

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| --- | --- |
| The person responsible for maintaining gas appliances regularly is | Contractor - KDH |

# Hazardous Substances

An inventory of hazardous substances will be maintained and where relevant these substances will be risk assessed

The following employees will be responsible for preparing such an inventory and ensuring that these substances are assessed

|  |  |
| --- | --- |
| Dept | Name |
| Caretaking and cleaning | Site Manager |
| Catering | Catering Manager & Operations Manager |
| Grounds Maintenance | Groundtel Ltd |
| Other |  |
| Copies of hazardous substances inventories and risk assessments are held centrally in: | Site Managers Office |
| The person will ensure that the asbestos register is kept up to date is: | Site Manager |
| The person responsible for water monitoring as required by the water risk assessment is | Site Manager |
| Spill packs for clearing up spillages are | Medical Room |
| located at |  |

All Cleaning products are either locked away or kept up high out of reach of children. With regards to waste bags containing contaminated PPE this is doubled bagged and stored separately for 72 hours; all contaminated waste is collected weekly by contractors.

# Insurance

The governing body is responsible for arranging insurance. The school has entered into the EFA’s Risk Protection Scheme. Details of which can be found in the School Operations Managers office.

As part of Covid-19 we made sure that our Insurance scheme covers us for any incidents that may occur

# Medicines

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| --- | --- |
| The person responsible for dealing with the administration of medicines and drugs including keeping records of parental permission, keeping medicines secure, keeping records of administration and safely disposing of medicines no longer required | Name: Welfare Officer |
| Deputy: Deputy Welfare Officer |
| The person responsible for reviewing the healthcare plans of pupils with medical needs is: | Welfare Officer |
| The person responsible for the supervision and storage of asthma inhalers is: | Welfare Officer |

# Monitoring & Review

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| --- | --- |
| Daily & Physical Check is completed by | Site Manager |
| Monthly Physical Check is completed by | Site Manager |
| Termly Management check completed by | School Operations Manager |
| Annual Check completed by | Head teacher & H&S Governor |
| Findings from checklists and risk assessments are summarised and reviewed by | Site Manager and/or School Operations  Manager |
| The person responsible for repairs or damage identified from the checklists or otherwise is | Site Manager |

# Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge where it is identified that it is necessary having undertaken a risk assessment. All employees will ensure that they inform their line manager as soon as they are aware that there is a need to repair or replace PPE

The names of people with responsibilities for checking PPE and replacing it as necessary are as follows

|  |  |
| --- | --- |
| **Department** | **Name of Person that will check PPE** |
| Caretaking and cleaning | Site Manager |
| Kitchen | Catering Manager |

We have fitted screens in the main reception area. We have fitted screens in the hatch serving areas in both halls for the Catering area. We have ordered all appropriate PPE ordered (Masks, aprons, arm sleeves, gloves and face protectors).

# Risk Assessment

All employees and governors are responsible for reporting hazards that they identify. Risk assessments will be logged.

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| --- | --- |
| The person responsible for keeping the risk assessments up to date is | Site Manager  School Operations Manager |
| The person responsible for checking that risk assessments are undertaken as per the risk assessment schedule | Head teacher |
| The person responsible for summarising actions from the risk assessment and ensuring that they are followed through is | Site manager |
| The person to whom individual hazards should be reported is | Site Manager |

The School has a detailed Risk Assessment with actions and this can be found on the school website under the Covid-19 tab.

# Security

|  |  |
| --- | --- |
| The person responsible for unlocking and locking the building, arming and disarming the alarm is | First  Site Manager |
| Deputy  Head teacher |
| Third  School Operations Manager |
| The person responsible for dealing with burglar alarm call outs is | First  Site Manager |
| Second  Head teacher |
| Third  School Operations Manager |
| The person responsible for overseeing lettings of the building and for locking up after use is | Site Manager & School Operations  Manager |
| The person responsible for risk assessing security on site is | Site Manager & School Operations  Manager |

# Slips, Trips and Falls

|  |  |
| --- | --- |
| The person responsible for completing the generic risk assessment is | Site Manager & School Operations  Manager |
| The person responsible for deciding when to grit is | Site Manager |
| The person responsible for gritting and for clearing snow and ice is | Site Manager |
| Warning signs for when the floor is wet are located at | Cleaners Cupboards |

# Supervision

|  |  |
| --- | --- |
| The person with overall responsibility for decisions relating to supervision is | The Head teacher |
| Arrangements for playground supervision during the school day is | SMSAs over lunch period.  Members of teaching and/or support staff at playtimes. |
| Arrangements for supervision before school starts is | The playground is supervised by a member of staff daily from 8.40am until |
|  | school starts |
| Arrangements for supervision at the end of school are | Any child not collected at the end of school is directed to the main reception and will remain there until suitable arrangements have been made for child to be collected or transferred to Ryefield Rascals. |

# Training & Information

Training will be provided to all employees commensurate with their responsibilities within the school. All training is outlined within the training matrix

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| --- | --- |
| The person responsible for completing the training matrix is | School Operations Manager |
| The person responsible for ensuring that new staff are inducted is | Management Team by Head teacher  Teachers by Team Leaders  LSAs by Deputy Head teacher  Non-Teaching Support Staff by School  Operations Manager |
| The person responsible for reviewing the effectiveness of health & safety training is | Site Manager &  School Operations Manager |
| Where employees feel that they have a health & safety training need they can contact | Site Manager &  School Operations Manager |
| The person responsible for keeping training records is | School Operations Manager |
| The Health & Safety notice board is located | In staffroom and Site Manager’s Office |
| The Health & Safety Law Poster is displayed: | In staffroom |

# Visits

|  |  |
| --- | --- |
| The person responsible for risk assessing outdoor visits is | KS1 Assistant Head teacher |
| The person responsible for risk assessing visits that include an overnight stay is | Head teacher |

# Due to Covid-19 the school at present are not planning any trips this term, this is going

# to be reviewed in the Autumn Term.

# Visitors

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| --- | --- |
| Visitors should report to | Main reception |
| Visitors must sign in at | Main Reception |
| Visitors will be issued with | Visitors Badge and Emergency Procedure |

# During Covid-19 visitors are expected read and sign the C-19 visitor self-During Covid-19 Declaration form 48 hours before entering school premises. Visitors will not be issued with lanyards.

# Waste

Rubbish will not be left where it obstructs escape routes or could aid the production and spread of fire or smoke. Housekeeping standards will be maintained to the highest standards possible and employees will remain responsible for their work rooms, offices, laboratories, workshops, art studios and all remaining areas within the school

|  |  |
| --- | --- |
| The person who should be contacted to arrange safe disposal of rubbish is | Site Manager |
| The person responsible for dealing with hazardous substances or special waste is | Site Manager |
| The person responsible for ensuring that waste is appropriately stored within secure containers and in a hygienic condition is | Site Manager |
| The person responsible for registering the site under the Hazardous Waste Regulations if the amount of hazardous waste becomes more than 200kg is | Site Manager |

# Work Equipment

|  |  |
| --- | --- |
| Work Equipment on site includes | Cleaning Equipment  Catering Equipment  Grounds Maintenance Equipment  Art and Design Equipment  PE Equipment  Outdoor play equipment  Stage lighting equipment  Pianos and other musical items  Portable Electrical appliances |
| The person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of this equipment is | Site Manager  Specialist Contractors |
| The person who makes a decision on who is authorised to use this equipment is | Head teacher Site Manager |
| Where equipment is used by pupils the person responsible for ensuring that they are used safely, that pupils receive training and are supervised is | Class Teacher |

# All compliance checks are maintenance checks are still being done and are up to date although some equipment has been taped off and out of bounds to children due to

# Covid-19.

# Work Experience

|  |  |
| --- | --- |
| The person responsible for ensuring that work is risk assessed and induction is carried out is | KS1 Assistant Head teacher |

# **Monitoring & Review**

The monitoring and review of the Health and Safety Policy is the responsibility of the Resources Committee. This group discharges duties and ensures that all legislation is complied with and necessary checks are carried out effectively. The Health and Safety policy will be reviewed annually as well as the specific policies that relate to areas defined in the summary of arrangement.