FPPF

Health and Safety Policy

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Furze Platt Primary Federation Health and Safety Policy

The policy statement

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Local Education Authority of Windsor & Maidenhead Borough Council will take all reasonably practicable steps to ensure the health, safety and welfare of all staff and pupils whilst engaged in Federation activities. This Federation's policy forms the local arrangements and should be read in conjunction with the Royal Borough Windsor and Maidenhead Corporate Health and Safety Policy.

2. In particular, the LA in conjunction with the Governing Body will ensure, so far as it is reasonably practicable:-

(a) That all places under its control, where staff and pupils are required to work, are maintained in a condition that is safe and without risk to health and safety;

(b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the federation's are adequately controlled; and,

(c) That equipment and systems of work are safe and without risk to health and safety.

3. Furthermore, the Federation undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.

4. In addition, the Federation will ensure, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its activities.

5. The Executive Head Teacher with the assistance of other staff members will endeavour to implement this policy.

6. The Federation believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason the policy will include appropriate arrangements for consultation with staff and will encourage them to identify hazards and suggest measures for improving safety performance.

9. This policy is complementary to the LA's Directorate Health and Safety Policy and it is the Federation's local arrangements for implementing the Council's Corporate H & S Policy and Codes of Practice.

11. This policy statement supersedes any previously issued.

Responsibilities for implementing the policy

1. The Governing Body
The responsibility for ensuring that health and safety procedures within the Federation are adequate rests with the Governing Body. The Governors, with assistance from the Executive Head Teacher and staff 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 they will:-

1. make arrangements to ensure the Federation has an up to date health and safety policy
2. have in place procedures to identify hazards and evaluate risk control measures
3. delegate health and safety responsibility to some staff and ensure they are followed
4. ensure a governor attends appropriate health and safety briefing provided by the LA or the Federation
5. have health and safety on the agenda at Governing Body meetings as appropriate.
6. ensure the Executive Head Teacher, as the Key Manager for health and safety, is supported to carry out the appropriate responsibilities as detailed below.

The Governing Body will provide, in co-operation with the Borough where responsibilities for premises and plant are shared:-

1. a safe environment for pupils, staff, visitors and other users of the premises
2. plant, equipment and systems that are safe
3. safe arrangements for transportation, storage and use of articles and substances
4. safe and healthy conditions that take account of
   - statutory requirements
   - Approved Codes of Practice
   - Department for Education or LA guidance
   - RBWM Corporate Health & Safety Policy and Codes of Practice
5. adequate information, instruction, training and supervision
6. provision of all necessary safety and protective equipment.

2. Responsibilities of the Executive Head Teacher
The Executive Head Teacher as the officer in charge of the day to day management of the Federation will carry out the duties of Key Manager detailed below. In his/her absence the Head of School will carry out these functions.

1. To pursue the objectives of the Governing Body and the LA with respect to health and safety.
2. To ensure health and safety is an agenda item in staff meetings.
3. To ensure risk assessments are carried out and appropriate actions are taken to remove potential hazards or reduce the level of risk.
4. To co-operate with accredited Safety Representatives and Safety Advisers and offer them assistance to carry out their prescribed functions.
5. To receive written reports from Safety Representatives and Safety Advisers concerning possible hazards and to respond in writing within a reasonable period of time to the points made.
6. To ensure the Departments are subjected to termly health and safety inspections by the Heads of Departments and records of the inspections are kept.
7. To ensure that the cause of all accidents, near misses and dangerous occurrences are investigated by Heads of Departments or other responsible officers, reasonable steps are taken to prevent a recurrence and reported to the Head of Federation Support in accordance with the Borough’s procedures.
8. To ensure that materials and equipment purchased are safe and without risk when properly used and are adequately maintained.
9. To ensure induction training to all new members of staff and all training needs of both new and existing staff are assessed, relevant training is provided and a record of these is kept.
10. To include health and safety items in the annual reports to the Governing Body.

11. To keep abreast of the changes in the Departmental and Borough’s Corporate Health and Safety Policy and Codes of Practice and pass on the information to the staff concerned.

3. Responsibilities of the Site Manager/controller
The Site Manager/controller has the responsibility for implementing the policy in the common parts of the building. In particular he/she will liaise with contractors and will provide them with information on any hazards such as asbestos, electrical services, fire safety etc. that they may come across whilst working on Federation premises.

The Site Manager/controller will also ensure that contractors do not place health and safety of staff and students at risk whilst on Federation premises.

Following an accident the Site Manager/controller will undertake any repairs or remedial actions as required.

4. Responsibilities of all staff
Staff have a duty under the Health and Safety at Work etc Act 1974 to co-operate with the Executive Head Teacher to ensure this policy is implemented. They must use equipment in a safe manner and in accordance with the information, instruction and training given and take all reasonable steps to ensure health and safety of those affected by their activities. The Executive Head Teacher welcomes suggestions from staff for improving health and safety within the Federation.

Staff are expected to check equipment and classroom regularly and report their findings to their Team leader and Site Manager/controller.

5. Monitoring the Effectiveness of the Policy / Health and Safety Advice
The implementation of this policy will be monitored by regular inspection by the Site Manager/controller and the Executive Head Teacher. In addition Health and Safety Advisors from the Borough will carry out an audit of the Federation once every 12 – 18 months. Health and Safety Advisors are also available for advice at any reasonable time. They can be contacted on 01628 796000 – 1 for HR then 4 for H&S.

6. Hazardous substances
Hazardous substances are used in the Federation both for teaching and for cleaning and minor maintenance. Substances used will be assessed in line with the Council’s Code of Practice on Control of Substances Hazardous to Health (COSHH).

7. Asbestos
The Federation has been surveyed for asbestos. The Site Manager/controller and the Borough’s Building Services Unit hold the asbestos register.

The register must be referred to prior to any maintenance work being carried out by Federation staff or contractors. Furthermore, any damage to asbestos, or substances suspected to be asbestos, is reported immediately to Building Services on 01628 796476 and the area cordoned off until it is made safe.

9. Electrical Safety
Electrical equipment is tested annually as part of Borough’s contract. In addition to the annual tests, visual inspection of the equipment for physical damages to the cables and plugs must be carried out every term. Equipment should also be checked for these faults prior to use.
10. First Aid
The Federation has a number of first aiders to ensure there is adequate cover. The first point of contact for first aid will be the school office. All first aid boxes must be regularly checked to ensure they are adequately stocked.
Teacher’s responsible for school trips will assess whether a travelling first aid kit should be taken.

11. Accidents
All accidents must be reported to the school office. The Administration Officer is responsible for recording accidents and notifying serious accidents to the Executive Head Teacher. Full details of the procedures for reporting accidents are given in the Code of Practice on First Class.

12. Contractors
The Borough Building Services Unit oversee large projects. They will ensure competent contractors are employed and work is carried out safely. They will monitor contractor’s activity. Federation may also employ contractors. In these circumstances the Site Manager/controller will ensure competent contractors are employed and health and safety matters are given top priority. Contractors are required to carry out a risk assessment prior to commencement. The Site Manager/controller will notify the Executive Head Teachers of measures needed to be taken to ensure safety.

13. Violence against staff
The LA, Governors and the Executive Head Teacher will not tolerate acts of aggression against staff from any person. Such incidents will be dealt with in accordance with the LA’s policy on violence against staff. Should members of staff be subjected to violence they will receive all the support needed form the LA and the Federation.

13. Fire
A range of fire fighting equipment is available in each school. These are maintained by the Borough. The Site Manager/controller must carry out weekly tests on Fire Alarm Call points and keeps a log of the tests and monthly tests of the emergency lighting. They must also ensure all escape routes are kept clear at all times. All staff are requested to report blocked escape routes to the Site Manager/controller immediately they are identified.

The Head of School and the Site Manager/controller will ensure regular emergency evacuation drills are carried out and recorded.

A Personal Emergency Evacuation Plan will be completed for any individuals with short or long term impairment.

14. Work outside normal Hours
When a member of staff is working outside normal working hours, the Site Manager/controller will be informed so that appropriate security measures can be implemented. The Site Manager/controller has been provided with means of communications and is able to call for assistance if needed. See ‘Lone working’ procedures.

15. Manual Handling
The Site Manager/controller and some support staff may carry out manual handling from time to time. All these activities will be assessed in accordance with the guidelines issued by the HSE and the Council. These staff will be provided with training on safe lifting techniques.

Detailed arrangements for the implementation of the above areas of safety management are provided in the Corporate Codes of Practice on First Class.
16. Security
Security is of great importance to the Federation. The Site Manager/controller is responsible for ensuring all the security measures that have been put in place are working effectively and are regularly monitored. All breaches of security must be reported to the Executive Head Teacher who will take the appropriate action.

17. Administration of Medication
Parents may request the staff to administer medication to pupils during school time. Due to the importance of this task a separate procedure can be provided by the Health and Safety Advisors if there is an issue within the Federation.

18. Adventure activities
Teachers organising activities away from the school site must carry out risk assessments to include travel to and from the site area, risk assess the activity and ensure that all activities are safe before taking the children off site. This can be checked with the Off Site and Adventure Advisory Services on 0118 9835922 (fax 9833454). The LA has issued separate guidance on off-site activities. Teachers organising such activities must familiarise themselves with the guideline.

19. Seatbelts
Teachers organising school trips must ensure minibuses and coaches used to transport children are fitted with seatbelts and the drivers are competent and experienced.