



# HEALTH AND SAFETY POLICY

## BRICKHILL PRIMARY SCHOOL

JANUARY 2019

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## Rationale

- Governors and the Headteacher recognise that health and safety is an integral part of all school activity, and takes responsibility for protecting the health and safety of all children and members of staff. We aim to provide a safe, secure and pleasant working environment for everyone.
- It is the intention of the governors and the Headteacher that the established policies and procedures issued by the LA shall be followed and developed locally to meet the needs of the school. Reference has been made to LA document SA05 Draft 4, and these documents are available for consultation.
- Health and Safety inspections will take place annually.

## Aims and Objectives

- The primary objective of this policy is to ensure a safe and healthy environment is provided and maintained for the children in our care, and for everyone who works in or visits our school. Health and Safety issues include both fixtures / fittings and fabric of the building, as well as personal safety and well-being.
- This policy defines the roles and responsibilities of governors, staff and school visitors and the general arrangements made by Brickhill Primary School relating to health and safety issues.
- Health and Safety will be included on the agenda of each Governing Body meeting.
- The Governing Body will ensure, so far as is reasonably practicable, that employees, pupils and others whose health and safety may be affected by the school's undertaking, are not exposed to unacceptable risks.
- The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others.
- The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

## **ROLES and RESPONSIBILITIES**

### 1. Staff and Governing Body

- The Governing Body has overall responsibility for health and safety in the school.
- The Finance, Personnel and Premises Committee is responsible for drafting and updating the policy and for advising the Governing Body on health and safety matters.
- The Headteacher has executive responsibility for the day to day implementation of the policy.
- The Deputy Headteacher will assume the responsibility of the Headteacher in his/her absence. Where the Head and both Deputy are both absent, responsibility will rest with the extended Senior Management Team.

- All School staff have the responsibility to co-operate with the governing body and the Headteacher to achieve a healthy, safe and secure workplace, and to take all reasonable care of themselves and others.
- Whenever a member of staff notices a health and safety problem they must immediately inform the Headteacher or Deputy Headteacher.
- The Site Agent will ensure that staff employed by cleaning contractors or the school are given all necessary health and safety information on safe working practices. That safety checks on their equipment are regularly carried out and that cleaning materials are stored safely.
- The Senior Lunchtime Supervisor has delegated duties to oversee safety in the school and the playground during the dinner break.

## 2. Safety Inspections

- A member of the Governing Body or their representative, accompanied by the Site Agent, will carry out an annual health and safety inspection of the school. A record of the inspections shall be maintained, detailing the results of the inspection and any follow up action. Appendix 1 defines the schedule for all inspections and responsibilities.
- Every teacher with a designated classroom has the responsibility to periodically carry out a safety check of their classroom or any other work area, and to bring to the attention of the Head Teacher any health and safety problems so that remedial action can be taken.
- It is the Site Agent's duty to check the general condition of the school, paying particular attention to non-classroom areas, and to bring to the attention of the Headteacher any health and safety problems / concerns so that remedial action can be taken.

## 3. Risk Assessment Surveys

The Governing Body (usually through the Finance, Personnel and Premises Committee) shall conduct regular risk assessment surveys and complete necessary Local Authority surveys as required in order to manage and minimise risks to the health & safety of staff and pupils, all visitors to the school and to school resources. Risk assessments are undertaken in respect to specific aspects of the curriculum (for example outside visits, PE and sports activities, PTA events). These are assessed by the person(s) leading the activity/group and authorised by the headteacher. See also the school Educational Visits Policy.

## **GENERAL ARRANGEMENTS**

### **1. First Aid Provision**

- Brickhill Primary School has a qualified first aider. In their absence the Head Teacher will act as their deputy.
- The first aid box is kept in the first aid area in the ICT room and is maintained by the qualified first aider.
- In all but the most minor injury cases, a qualified first aider must be consulted.
- Details of the qualified first aider are shown on the first aid area.

### **2. Medicines**

- These are dealt with according to the Administration of Medicines Policy.

### **3. School Emergency Evacuation**

- In response to the fire alarm (continuous pulsing tone), or under the instruction of the headteacher, all personnel must evacuate the school buildings, and assemble on the top field at the far wooden fence assembly point. At the assembly point the headteacher will ensure a head count is carried out to ascertain if anybody is still in the school buildings. It is the responsibility of the reception staff to bring the class registers and visitors book to the assembly point, where this will be reviewed by the headteacher.
- Practice evacuations of staff, children and visitors will be undertaken each term, and specific arrangements made for anyone with special needs. A record of each practice evaluation shall be maintained. Full evacuation instructions are held in school and reviewed after each drill.

*Other critical incidences are dealt with under the Critical Incident Plan*

### **4. Fire Safety**

- All members of staff are responsible for ensuring that fire exits, signs and escape routes are kept clear at all times.
- The headteacher will ensure that, through the Site Agent, regular testing of firefighting equipment and fire alarms is carried out by contractors, and that fire alarms are checked regularly by the Site Agent.

### **5. Accident/Ill Health/Incidents of Violence Reporting**

- All incidents that require first aid must be recorded in the first aid log (General First Aid or Head Injury Book) which is kept in the first aid trolley located in the ICT Suite. All incidents of violence must be reported to the headteacher who will keep a record of any such incidents.
- The Head Teacher/Deputy Head Teacher shall decide the appropriate action or response following an accident/incident of violence.

- The Head Teacher is responsible for ensuring that a record of all accidents is kept and that Bedford Borough Council Accident and Dangerous Occurrences forms are completed and sent to Borough Hall.
- The Head Teacher is also responsible for ensuring that accidents, ill health, incidences of violence or dangerous occurrences which are reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 are notified within the prescribed period (Form F2508)

## 6. Visitors

- All visitors must enter the school via the main entrance and report to reception, where they must sign the relevant record sheet. An evacuation notice shall be displayed.

## 7. Health and Safety Awareness and Training

- All new members of staff will be provided with induction training appropriate to their health and safety needs.
- It is the responsibility of the relevant teacher or supervisor to ensure students and parent helpers receive adequate health and safety information.
- All new employees shall be made aware of the location and content of all school policies.
- Relevant staff will attend training as required in order to keep up to date with health and safety legislation.

## 8. Contractors

- No contractor will be allowed to begin work on the school premises without the express consent of the Head Teacher/Assistant Head Teacher or Site Agent. They will take all reasonable steps to ensure that contractors are capable of performing the task and have the necessary approval, accreditation and insurance as required.
- Contractors will not be appointed or allowed to work on the premises without public or third party liability insurance.
- All contractors will be asked for proof of identification.
- Contractors will ensure that the health and safety of all people in school is maintained and that any necessary on site vehicle movements are pre-arranged and have minimal disruption to school activities.

## 9. Catering Safety

- Responsibility for health and safety aspects of the work in the school kitchen rests with the school meals provider on whose behalf the Kitchen Manager has delegated local management responsibility. The Kitchen Manager and the Head Teacher will co-ordinate safe working where there is common use of school facilities e.g. dining areas. The school meals provider must report to the Headteacher any day to day health and safety issues affecting the equipment or building.

## Specific Hazard

### 1. Hazardous Substances

- No hazardous chemicals will be used in the school until an assessment has been carried out in accordance with the Control of Substances Hazardous to Health regulations 2002 (COSHH).
- The head of each curriculum area will ensure that any substances used in teaching the subject area are assessed for health and safety; that COSHH assessments are kept available; and that information on safe use is passed on to other teachers, pupils etc. who may be exposed while using the substance.
- Cleaning chemicals: The Site Agent will keep available the relevant COSHH assessments for cleaning and maintenance chemicals used in the school. These must also be available to all cleaning staff. If hazardous substances are purchased, other than those for which an assessment has been prepared, this must be reported to the Site Agent so that an assessment can be prepared before first use, using information provided by the supplier.
- All hazardous substances are to be stored in the outside storage areas by the Site Agent. These areas must be kept locked when unattended. The keys are held by the Site Agent and the Head Teacher.
- The Asbestos Register must be reviewed and updated regularly.

### 2. Electrical Equipment

- All staff must report any visible signs of unsafe electrical equipment to the Headteacher or Site Agent, who must inspect the equipment and take the action deemed necessary.
- At the end of each day all electrical equipment must be switched off by relevant staff unless supplied by a 'protected' power supply.
- There is an annual inspection of portable electrical equipment (P.A.T inspection) and details recorded.

### 3. Gym Equipment

- All staff are responsible for ensuring that gym equipment and apparatus is safe before use. Faulty equipment must be withdrawn from use immediately and the fault reported to the PE Co-Ordinator.
- The gym apparatus is inspected annually by a recognised specialist in the servicing of gymnasium equipment and details recorded.

### 4. Playground Equipment

- All staff are responsible for ensuring that playground furniture and equipment is safe before use.
- Faulty equipment must be reported to the Head Teacher/ Site Agent and dealt with.

## 5. Manual Handling

- Children shall not be asked to carry heavy objects.
- The Site Agent shall have attended a manual handling course.
- Staff will receive guidance in general manual handling and refer to the Site Agent to carry heavy objects.

This policy will be reviewed at any time at the request of the governors, or at least once every two years.

Signature	Headteacher	Date:
Signature	Chair of Governors	Date:
Signature	Chair of FPP	Date:

## HEALTH AND SAFETY POLICY

### APPENDIX 1

<b>Equipment / Item to be Inspected</b>	<b>Responsibility</b>	<b>Date or Frequency</b>
Annual H & S Inspection (Internal & External)	Governing Body Representative (currently Jim Williams) with Site Agent	Annually (Spring Term)
Boilers and Water Heater	Housdens (or designated contractor)	Annually (Autumn Term or as appropriate)
Portable Electrical Equipment	Down to Earth via Site Agent	Annually
Water Quality	Anglian Water	As required, if any problem suspected
Water Quality and temperature	Site Agent	Monthly
Gas Supply Test	Housdens (or designated contractor)	Annually (Autumn Term)
Gas Quantity (usage)	Site Agent	Monthly
Electricity Quantity (usage)	Site Agent	Monthly
Gym Equipment	Sportsafe (or designated contractor)	Annually
Playground Equipment	Sportsafe (or designated contractor) Site Agent	Monthly
Kitchen Equipment	Caterlink (or designated Borough supplier)	Annually
Storage of Cleaning Fluids (subject to COSHH)	Site Agent	On Going Daily
Fire detection and extinguishing equipment	ACE Fire and Security (or designated supplier)	Annually (Spring Term)
Intruder Alarms	Ace Security (or designated supplier)	Twice per year