



Brougham
Primary School

Health & Safety Policy
May 2021

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Introduction

This Health and Safety Policy details the organisation and arrangements for managing health and safety in the school and on activities which take place away from the school. It complements the Ad Astra Trust's health and safety policies.

Statement of Intent

It is the policy of Brougham Primary School to ensure, so far as is reasonably practicable, the provision of a safe and healthy work place and working environment for all staff and pupils and that all activities undertaken by the school will be performed in a way which will protect the health and safety of staff, pupils, visitors and other persons.

Organisation of Health and Safety in School

The Governing Body

Members of the Governing Body have individual and collective responsibility for the safe operation of the school.

The health and safety responsibilities of the Governing Body are to:

- (a) adopt and ensure the implementation of the Corporate and Children's Services Department's health and safety policies in the school and all generic safety policies which are produced by the Trust.
- (b) adopt and ensure the implementation of the school's health and safety policy which will encourage high standards of performance by individuals at all levels and the development of a culture of health and safety throughout the school's operations.
- (c) consult the Trust in connection with the writing and periodic review, revision and implementation of the school's health and safety policy
- (d) allocate at the strategic level, sufficient human and financial resources to permit the school's health and safety policy to be fully implemented;
- (e) co-operate fully with the Trust in carrying out inspections, providing advice and guidance to staff and in other activities connected with safety;
- (f) receive reports, recommendations and other communications from the Trust and ensure that appropriate action is taken on these;
- (g) receive a report from the Headteacher on health and safety issues in the Headteacher's Report to governors;
- (i) review the school's health and safety performance, consider reports concerning safety and ensure that appropriate action is taken on them to achieve and maintain high standards of safety at the school.

The Headteacher

The Headteacher is responsible to the Trust through the Governing Body for the management of all aspects of health and safety at the school. In carrying out these responsibilities, the Headteacher has the assistance and support of the Trust. As part of the overall management of health and safety, the Headteacher will, in particular:

- maintain an outline knowledge of the current statutory requirements and principles of good practice for health and safety which are relevant to all operations and activities involving the school;
- ensure that a school health and safety policy and procedures are prepared, approved by the Governing Body and reviewed and revised periodically;
- ensure the allocation of sufficient financial and human resources to fully implement the requirements of the school's health and safety policy;
- report to the full Governing Body on health and safety issues through the Headteacher's Report to Governors;
- ensure that suitable and sufficient assessments of risk are carried out in relation to the school's operations, activities and security and that control measures, which they identify, are adequately communicated and implemented;
- ensure that training plans for the school's employees fully reflect requirements for the provision of adequate training and instruction for safety and that these plans are periodically reviewed to ensure their effectiveness;
- in entrusting tasks to employees, take into account their capabilities as regards health and safety;
- ensure the safety of the school premises;
- co-operate fully in carrying out of safety inspections by Trust's Health and Safety Executive, Fire Authority or other appropriate agencies and act on the findings of these inspections;
- ensure the Trust's accident reporting procedures are operated fully in relation to the school;
- receive from elected trade union safety representatives, members of Health and Safety Committees and other employees, representations concerning safety and to co-operate and consult with these parties and take appropriate action;
- receive representations concerning health and safety matters from pupils and their parents, other service users and persons affected and take appropriate action as a result of the information received;
- monitor the performance of employees in terms of health and safety taking effective remedial action if required;

The Headteacher takes full responsibility for ensuring that the duties are carried out.

Teaching and Support Employees

Teaching and support employees are responsible to the Headteacher for the implementation of the school's health and safety policy in relation to the teaching, pastoral, extra curricular, administrative, financial and management of the school premises and site for which they are responsible.

The duties of teaching and support employees are as follows:

- maintain a working knowledge of current statutory requirements and principles of good practice for safety which are relevant to the school's operations and/or premises under their control;
- contribute to the development of the school's health and safety policy, as required;
- co-operate in the preparation of risk assessments, the identification of necessary control measures and the writing of any procedures or statements which this may necessitate;
- provide information and instruction to employees, pupils and others, which is necessary to ensure safety in the activities for which they are responsible, taking due regard to the age and ability of the persons concerned;
- take account of the capabilities of employees, pupils and other service users in terms of health and safety when entrusting them with tasks;
- implement fully the control measures, procedures or working methods identified as being required by risk assessments in relation to all activities for which they are responsible;
- supervise and control the activities of employees, pupils or other service users in their charge to ensure health and safety procedures are followed;
- ensure the safe condition of any tools, equipment, plant, vehicles and other work equipment in their area of control or affecting health and safety and report any instances where this cannot be achieved or maintained;
- ensure that those parts of the school, which are under their control remain safe and free of obstruction due to any accumulation or inappropriate storage of materials, equipment, waste or similar and report any instances where this cannot be achieved or maintained;
- take part with others in implementing local arrangements for ensuring the security of the school premises including the exclusion of unauthorised visitors;
- ensure that all types of personal protective equipment are properly maintained, comply with the appropriate specifications and are properly used by pupils or other service users, employees or visitors;
- ensure that the level of first aid cover, which has been determined by assessment is available at all times;
- ensure the safe and environmentally sound disposal of any waste materials related to their work;

- co-operate in the carrying out of safety inspections of the operations, work equipment and/or premises in their area of control, in accordance with the detailed requirements of the school's safety policy and procedures and report any concerns regarding safety which arise;
- co-operate fully with all agencies carrying out safety inspections and act appropriately on the findings of these inspections;
- report any comments on health and safety issues from employees, pupils and other service users or take action as appropriate;
- report any instances where adequate degrees of supervision and control cannot be achieved or maintained;
- operate fully the Council's accident reporting procedure in relation to relevant incidents which occur in connection with activities for which they are responsible;
- commend and encourage action taken in the interests of safety and set a good personal example in this respect.

Health and Safety Representative

The Head Teacher is the Health and Safety Representative and staff should report any concerns to her. Although the law gives Safety Representatives legal rights, it does not place any extra legal duties upon them other than imposed on all employees. Health and Safety Representatives should keep abreast of, and inform staff of, new legislation relevant to themselves and the school environment.

General matters, which are relevant to all schools, should be referred to the Head of operations for the Trust and CEO.

Arrangements for Health and Safety in the School

The Governing Body and Headteacher take all reasonable and practicable steps to meet their health and safety responsibilities in the school. In this regard, particular attention will be paid to the provision and maintenance of the following:-

Health and safety in the curriculum

The school follows the health and safety guidance by the DCSF, British Standards Institute and national curriculum bodies in relation to the curriculum which is supplemented by guidance from the Trust:

Security

The school follows the DCFS and the Trust's guidance on security.

In order to ensure that unauthorised persons do not enter the building during the school sessions the school will ensure that all external doors can only be opened from the inside. Do not leave classrooms empty with windows open that will allow a person to enter the building

Staff:

All staff are expected to sign in and out of the building each day using the electronic Inventory Anywhere system in the foyer at the main entrance.

Visitors:

Prior to arrival to the school, visitors will be booked in by issuing and asking them to complete the following documents:

- Visitor pre-registration Information (Appendix 1)
- Induction to the site form (Appendix 2)
- Procedural guidance for Visitors to school (Appendix 3)

On arrival to the school, visitors are requested to use the signing in via Inventory Anywhere electronic system at reception in the school office. Visitors are requested to both sign in and out.

Brougham Primary Schools complies with the statutory safeguarding procedures in relation to security.

Risk assessments (including COSHH assessments)

It is a legal requirement that the assessments of risk of all work activities, including the use of substances hazardous to health, are carried out. The Headteacher ensures that these risk assessments are carried out.

All employees assist in the preparation of risk assessments and adapt the generic risk assessments in curriculum documents to the particular circumstances of the curriculum, extra curricular activities or other projects. All risk assessments are communicated to all new employees at induction and to existing employees at staff meetings. All risk assessments are available in the Headteacher's office and in the secure staff shared drive.

Consultation with all employees

The commitment, involvement and participation of all employees are central to maintaining high health and safety standards in all parts of the school. Consultation takes the form of staff meetings, which include safety matters on the agenda, and employees are actively encouraged to use the staff meetings to submit ideas and suggestions for improving safety.

Training

Training is an integral and important part of this policy. Induction training for all new employees is undertaken followed by regular identified training relating to the employee's job.

Major Incident Plan for the School

The school has adopted and adapted the local authority's Major Incident Response Plan for Schools.

Violence to staff

The school follows the Trust's guidance on violence and aggression.

The Headteacher must be informed immediately in the event of any potential danger to staff or pupils. In such circumstances children must be immediately brought back into school or they should assemble in a safe area at the teacher's discretion.

Teachers must inform a colleague when they are meeting volatile parents and, if possible, ensure that a colleague is working close by. Teachers must terminate the meeting immediately if there is evidence of hostility from parents and refer parents to a meeting with the Headteacher or Deputy Headteacher at a later date.

All incidents of violence must be reported immediately to the Headteacher and the Trust's incident report form must be completed.

Managing children with challenging behaviour

Incidents can occur in school whereby a child's challenging behaviour may put members of staff and/or other children at risk. In such cases, the staff member should refer to section 18 of the Promoting Positive Behaviour Policy and details of the incident should be logged on CPOMS and on and such action as deemed necessary should be taken. In the first instance this would involve informing the child's parents and possibly other agencies.

Staff are advised to use their professional judgment when dealing with such incidents and make careful notes of the nature of the event including names of any witnesses.

Where an allegation is made by a child against a member of staff the incident will be appropriately investigated and staff are strongly advised to record any incident in which allegations are made against them.

Accident reporting

All accidents are reported to the Headteacher so that the accident reporting procedures of the Trust can be followed. All accidents must be recorded in an accident book. Accidents requiring hospital treatment, the details of the accident must be given to the Health & Risk Management Office (01609 532589) and within 3 days the Trust's Accident and Incident Report Form must be completed and sent via email to health&safety@northyorks.gov.uk and is logged onto the BSafe Portal.

First aid

First aid containers are kept in the School inclusion Officer's Room and in locations around the school. First aid containers are also taken on school visits. All first aid containers are inspected and the contents are replenished when required. Please refer to the school's First Aid policy for further details.

Fire

The school follows the guidance on fire safety issued by the local authority.

A fire risk assessment for the school is completed and communicated to all staff, pupils, governors and other users of the school.

If a fire is discovered, staff are reminded that their first duty is to raise the alarm and then escort the children and all other persons out of the building by the nearest nominated and safe fire exit. The assembly points are the school yards which are well away from the building where an immediate roll call will be taken.

The fire bells are tested weekly by the relief site supervisor. Fire drills are held once each term, notes of the testing and the fire drills are made in the fire book and these are communicated to the full Governing Body via the Headteacher's Report to Governors.

"Lock down" drills will also be held.

Bomb threats and the discovery of suspicious articles

The school follows the Council's guidance on bomb threats and dealing with suspicious articles. The police will be informed immediately if a bomb threat or suspicious parcel or envelope is received.

All suspicious articles will be left untouched.

The Headteacher will decide whether the school should be evacuated or not. Once it has been decided that the threat could be serious, the school will be evacuated.

Lone working

The risk assessment for the school takes into account those periods when a member of staff works on his or her own and procedures include regular contact with another person who would summon help if needed.

Employee support service

Employees having personal difficulties of any kind have the opportunity to discuss these difficulties and seek advice and help. These difficulties might be work-related or might relate to health, stress, and bereavement, domestic or financial problems or violence or aggression. In the first instance the member of staff should see the Headteacher who may be able to offer support, but if she is unable to resolve matters she will direct the member of staff to where support would be available.

Illnesses

Children who are feeling ill are sent (accompanied by a teacher or another pupil depending on severity of illness) to the Social Inclusion Officer, Headteacher or to the School Administrator who will try to ensure that the child's parents or contacts are informed and that suitable arrangements are made.

Medicines and tablets

The Trust's codes of practice on the administration of medicines in schools, asthma management and peanut allergy management is followed. The school has an administration of medicine policy.

In addition to this, the Trust's code of practice on sun safety is followed. The school is aware of the potential of over-exposure to the sun and encourages the wearing of sun hats and block creams at the relevant times.

Management of Asbestos

The asbestos survey for the schools has been given to the Trusts Estates Manager and contractors working on the school premises.

Selecting and controlling contractors

The school follows the guidance on self help projects issued by the Health and Safety Unit when contractors are on site. The Headteacher will assess in advance, where relevant, the health and safety competence of contractors taking account of the Trust's policies and procedures. The Health and Safety Unit will be contacted to assess the health and safety competence of contractors.

The school will give contractors and other persons the comprehensible information document and the risk assessment for the areas of the school where they will be working. Contractors will sign in and out and also to note risk sheets, which are available in the school office.

The school will immediately inform the Trust's Health and Safety Unit if there are any unsafe practices being employed by contractors.

Electrical equipment

The school follows the latest guidance issued by the Trust on portable electrical appliance testing. All portable electrical equipment is maintained under the LA cyclical maintenance agreement. Termly visual checks of electrical equipment are made by the relief site supervisor. Faulty equipment will not be used and will be taken out of use. All faults will be reported to the Headteacher who will ensure that it is repaired or sent for repair.

PE Equipment in the Hall

The PE equipment in the hall is tested on an annual basis.

Manual handling

All manual handling operations are subject to risk assessment by the Headteacher in order to determine the risk and the control measures to ensure that it is safe to carry out the activities. Staff and children must not undertake any manual handling activities which might cause them harm.

Slips, trips and falls

The prevention of slips, trips and falls are discussed at regular staff meetings.

All spillages will be immediately cleared up using suitable absorber and the COSHH assessment for cleaning spillages will be followed.

Staff will be responsible for maintaining good housekeeping standards in their areas.

Display screen equipment

Risk assessments of display screen equipment workstations used by employees and employee users will be carried out on an annual basis to ensure that the standards laid down in the Health and Safety (Display Screen Equipment) Regulations 1992 and the Trust's policy are being met.

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Workstations and the use of display screen equipment by new users will be assessed as soon as they start work to ensure that the workstation and the user complies with the Regulations and the Trust's policy on display screen equipment.

On site vehicle movements

No delivery vehicles will be permitted onto the school site at the start of the school day when children are entering and moving about the exterior of the school and at the end of the school day when children are leaving the school.

Communicating the Safety Policy

The safety policy will be communicated to all employees at staff meetings.
Any amendments will be notified to employees through staff meetings.

Monitoring and Reviewing Safety and the safety Policy

The working of the safety policy and safety practices in the school will be monitored by:

- the Governing Body receiving a termly report from the Headteacher
- the Trust during the annual inspection of the school

Any changes to safety which are found to be necessary will be implemented.

The policy will be reviewed by the Headteacher and staff annually. It will be updated, modified or amended if these are found to be necessary.