



Belbroughton Church of England Primary School

Health and Safety Policy

Policy Co-ordinator:
Governor Responsible:
Date of Governor Approval:
Date for Review

Headteacher
Glyn Ashman
Autumn 2017
Autumn 2018

1. STATEMENT OF SAFETY POLICY

The Governors of Belbroughton C.E Primary School and Nursery recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function without having first been consulted.

The Governors recognise the Statement of General Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

The Governors recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999;
the Control of Substances Hazardous to Health (COSHH) Regulations 2002;
the Manual Handling Operations Regulations 1992
the Provision and Use of Work Equipment Regulations 1998 and
the Display Screen Equipment Regulations 2002.

The whole statement should be signed and dated by the most senior people responsible for writing and implementing it. In practice this will be the Headteacher and the Chair of Governors.

Signed: _____ Headteacher, Date: _____

Signed: _____ Chair of Governing Body, Date: _____

2. THE ORGANISATION

2.1 Worcestershire County Council Directorate of Children's Services:

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Belbroughton C.E. Primary School and Nursery (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.2 The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the Head of WCC Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.3 The Headteacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the LA's Handbook of Safety Information).
- o) Informing contractors of any hazards that could affect their health and safety while working in the school.
- p) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

2.4 Subject Co-ordinators are responsible for:

- a) all matters of health and safety in their subject area.
- b) bringing to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) Where appropriate including a safety section in their subject policy and revising it as necessary. This is relevant to Art, DT, PE, Science and ICT.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (especially where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.5 Other Teaching and Support Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the subject safety policy.
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their *Subject Co-ordinator or a member of the Senior Leadership Team* to the *Headteacher*.
- c) co-operating with their employer (*LA or Governing body as appropriate*) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.6 The Cleaner in Charge is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy. He/she should also be familiar with the LA's Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information").
- b) Bringing to the attention of the Headteacher any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).

- d) Ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises.

2.7 The First Aider / Appointed Person is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

2.8 Safety Representatives (Appointed by Staff / Trade Unions / Professional Associations) have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

3. THE ARRANGEMENTS

Access and Egress

Procedure for the Clearance of Ice, Snow and Leaves

Leaves

1. The cleaner in charge inspects the playground and drive for leaves on a daily basis.
2. If the leaves are posing a danger they are swept up. If there is not time to clear them, they are swept out of the way and cleared later.

Snow

1. The cleaner in charge inspects the playground and drive for snow on a daily basis.
2. If the snow is fresh and soft, a pathway of rocksalt is created on the drive but the rest of the playground is left. The soft snow will not pose a danger to the children and the pathway will stop snow becoming compacted on the narrow drive.
3. If the snow becomes compacted or frozen over, then grit is spread over the playground in the morning.

Ice

1. The cleaner in charge inspects the playground and drive for ice on a daily basis.
2. If there is ice then grit is spread over the playground and drive in the morning.
3. If there are evening meetings the cleaner in charge grits again if this is necessary.

Procedure for Driveway Use

The gate is locked between 8.45 - 9.20, and 3.00 -3.25 to ensure that the drive is traffic free when pedestrians most need access. At other times there is shared usage. At these times traffic should not drive above 5mph and pedestrians should use the drive purely for access. These procedures follow the recommendations of the Area Road Safety officer (Jan 2007).

Accident Reporting

Accidents to pupils are recorded in the pupil accident book by the first aider . Serious accidents are reported to the LA using the LA form. Pupils are given appropriate treatment and the parents informed if necessary. Headbump letters are given out by the first aider that saw them in cases where parents do not need to be called immediately.

Accidents to staff are recorded in the accident book by the secretary (designated first aider) and a Near miss/major/minor incident report online on the WCC website.

Blood-borne Diseases

Disposable gloves are worn when clearing any bodily fluids.

Boiler Inspection

The boiler is inspected annually by approved contractors and a record kept by the Secretary.

Building Repairs and Contractors

During building work the area(s) concerned must be adequately fenced. Workmen must not come into contact with children. Adequate facilities for workmen must be provided by the contractor. Arrangements must be in place for day to day communication between the site manager or foreman and the Headteacher or her representative. Minor repairs must only be carried out by authorised personnel, either school-based or on the LEA approved list of contractors.

The school's asbestos register must be inspected by all those planning works.

Car Use

Staff should be aware that when using their cars for school business, including courses, they should have business use insurance.

Cleaning

Warning signs must be placed when floors are wet and slippery, and removed when they have dried. Suitable shoes should be used when cleaning floors. Cleaning materials must be stored safely in the cleaner's cupboard and the door locked when not in use. The Cleaner-in-Charge is responsible for COSHH risk assessments.

Communications

Any problems or defects noticed by any member of staff should be drawn to the attention of the Headteacher. The lunchtime staff will highlight any needs on their weekly communication sheet. Staff may use the communications box in the staff room or let a member of the SLT know. Records of repairs undertaken are kept by the Secretary.

CRB

CRB checks are carried out on all staff and parent volunteers. A list is kept in the secretary's office.

Display Screen Equipment

The Secretary, who regularly uses a computer for more than an hour a day, should have frequent breaks. An eye test is paid for by the school every two years.

Educational Journeys and Visits

The school has formally adopted the guidance given in the WCC folder "Off-site Visits, Field Studies and outdoor Education Guidelines", a copy of which is kept in the Secretary's office with a further copy in the Headteacher's office. The Educational Visits co-ordinator is Mr Mathew Andrews. Staff planning off-site visits should familiarise themselves with the guidance, undertaking further risk assessments if necessary. As part of the induction pack parents are informed that visits within the village are a common occurrence and asked to give their consent to such visits. Other off-site visits are notified in advance and permission slips requested.

Fire Alarms, Drills, Evacuation Procedures and Appliances

The fire alarm is tested at half-termly intervals when a fire drill also takes place. The warning is the bell ringing continuously. All staff and children should immediately leave the building by the nearest door (belongings should not be picked up or children in PE allowed to dress), walking quickly. There should be no talking except to give instructions. Teachers who have the register in their classrooms are responsible for taking it out with them. If registers have been sent to the office the Secretary will be responsible for taking them outside. The evacuation point is the school playground, as far away from the building as possible. Staff should close doors behind them as they leave. Mrs Jones will check the reception class and KS1 toilets and library. Mrs Bishop will check the year 3, 4 and 6 classes when she is not teaching. Mrs Bishop will check the 3 and 4 classes once the year 4 children are evacuated safely when she is teaching. If they are away the SLT will assign someone else to these duties. Fire drills take place at different times of the day without prior warning. The Secretary keeps a record of the date, time and the time taken to evacuate the premises.

If a disabled visitor is present the evacuation procedure must be discussed as they sign in. If a disabled child joins the school the evacuation procedure will be amended accordingly.

Nursery should leave by the door into the reception playground.

Reception/Y1 should leave by the door into the reception playground.

Y2 should leave by the door from the KS1 classroom.

Y3 should leave by the door from their classroom onto the playground.

Y4 should leave by the door onto the KS2 playground.

Y5 should leave by door onto the KS2 playground .

If this exit is blocked they should leave by the front door by the Y4 cloakroom.

Y6 should leave by the hall doors.

It is the responsibility of the class teachers/ TA- in -charge to ensure that fire exits are readily accessible by the children in their classes.

Staff working with a group of children are responsible for the safe exit of the children.

Groups in the library should leave by the door leading on to the driveway.

Groups in the hall should leave by the doors onto the playground.

Groups in Mrs Bishop's office should leave by the main entrance doors.

Groups in the staffroom should leave by the KS2 door onto the playground.

At lunchtime the staff in the hall should supervise the children to leave by the hall doors. One member of staff should check the KS1 toilets as they leave. The other member of staff should check the reception toilets and leave through the library door. Staff on the playground should help the children line up in year groups. Mrs Jones will bring the registers and staff list onto the playground. The building will be checked by the SLT. The Deputy Head will check the KS1 and Nursery classrooms. The Headteacher will check the Y3/4 classrooms, KS2 toilets, Y5 classroom and hall. Other staff and children should leave the building by the nearest exit.

Staff must not put themselves in danger when checking rooms.

Staff should press the security doors emergency release button as exit the building.

Fire extinguishers are tested annually by the Fire Brigade.

Fire Risk Assessment

This has been undertaken by a member of Worcestershire County Council Property Services.

First Aid

First Aid equipment is kept outside the office and is maintained by Mrs Jones, the Secretary, who is the First Aid Co-ordinator and also a trained First Aider. Mr Metters, Mrs Rogers and Mrs Bishop are also trained First Aiders. Ice packs are kept in the staff fridge. Any head bumps must be notified to parents by means of a standard letter, with a tear-off slip to acknowledge receipt.

First Aid equipment is always available, including after school hours.

Hazardous chemicals

The only hazardous chemicals in school are cleaning materials which are kept locked in the cleaning cupboard. Varnishes, which are only used occasionally, must be water-based.

Information / Publications

The Handbook of Safety Information and Off-Site Visits, Field Studies and Outdoor Education Guidelines are both kept in the Headteacher's office. An additional copy of the Handbook of Safety Information is kept in the office.

Medicines

Medicines. In exceptional cases, prescribed medicine may be administered by Mrs Jones, following a written request from parents. This should state the pupil's name, class and required dosage. Medicines are kept in the Secretary's office or in the staffroom fridge. The only exceptions are asthma inhalers and epipens, which may be kept close to the child. If we have a pupil who is subject to anaphylactic shock, staff will undertake training to administer an Epipen.

Monitoring

All accidents requiring First Aid or other medical treatment are recorded in the Accident Record Book which is kept in the Secretary's office.

The results of the six-monthly safety audit are also kept by the Secretary and the information communicated to Governors at the next Governors' meeting following the audit.

The Safety Policy is reviewed annually, in the Autumn Term

Near Misses

These are dealt with in the same way as actual accidents (see above).

Playground Safety and Supervision

There must always be a member of staff on duty at break times. The rota is displayed in the staffroom. Staff must ensure that they are on the playground before the children. During wet breaks, members of staff will supervise their classes. Children should not be left unsupervised at any time.

At lunchtimes, once more than 3 classes are outside, there will be a minimum of two lunchtime supervisors outside, with a third joining them when most of the children leave the dining hall. All staff should position themselves where they can see the area they are supervising. If there is only 1 supervisor children will not be allowed on the field.

If an accident occurs during break time, the child involved should be sent to seek assistance from a First Aider. An older child may accompany a younger one. If the accident is more serious than the adult on duty should send a responsible older child to seek help. At no time should the children be left unsupervised.

Portable Electrical Appliance Testing

All electrical equipment is visually inspected termly by the teacher in charge of the classroom. All equipment used by pupils is inspected annually by a trained person. Other equipment is inspected biennially with the exception of appliances subject to movement in use e.g. vacuum cleaner, polishing machine which are inspected annually.

Public Performances

Before any performance where members of the public are present, the Headteacher gives information on emergency procedures.

Reporting – Annual

The Headteacher makes an annual health and safety report to the Governing Body in the Autumn Term. This includes any notable incidents that have happened during the year (e.g. serious accidents) and the conclusions from the six-monthly audits, together with actions to be taken.

Risk Assessments

The risk assessments for curriculum subjects are stored by subject leaders in coordinator files. Risk assessments for non-curriculum areas are stored in the Whole School Risk Assessment File which is located in the Headteacher's office.

Safety Inspections

The six-monthly safety audit is carried out by the Headteacher with relevant sections delegated to the appropriate person.

Security

Access for visitors is via the Reception desk which is manned by the Secretary. The inner door remains locked at all times and can only be opened using the internal switch. Visitors are required to sign the Visitors' Book. Children are instructed never to open the internal door unless it is for a member of staff. The security doors for the other entrances are kept closed apart from break times to inhibit access by non-staff adults.

Stress Management

The school recognises that "pressure is part and parcel of all work and helps to keep us motivated. But excessive pressure can lead to stress, which undermines performance, is costly to employers and can make people ill." (www.hse.gov.uk) The SLT and governors will monitor work-life balance formally through the annual staff questionnaire and informally through conversations with individuals and teams. They will be sympathetic to the needs of those who are experiencing stress outside work e.g bereavement or separation. Staff will raise any concerns with a member of the SLT. All staff will endeavour to maintain good communications so that necessary action can be taken. The Governors recognise that a source of stress can be inappropriate communications. The establishment and enforcement of a protocol is an attempt to reduce this stress.

Slips, trips and falls

It is important to keep corridors free from clutter. This means training children to always hang up their coats and bags and to store footwear in the spaces provided. Clutter in the classrooms should also be avoided. Children should push in chairs when not in use. Prompt cleaning up of spills is important to avoid slips. Appropriate shoes should be worn by pupils and staff. Staff should always wear pumps or trainers when teaching physical education lessons. Staff should not stand on tables or chairs but should use the stepladder provided in the Cleaner-in-Charge's cupboard. Ladders should be placed securely and not used when pupils are around. Children must walk at all times when moving through the building.

Training

The Cleaner-in-Charge has undertaken COSHH and Manual Handling training.

Working Alone

Staff should avoid working alone if possible. If it is essential then they must ensure that all external doors are locked and that they have access to a telephone. Rooms not in use must be kept locked. They should inform a member of their family of the time they intend to leave and notify them if, for any reason, this changes.

Violent Incident Reporting

All incidents are reported using the accident reporting procedure. Serious incidents involving the use of physical restraint are also reported to the Educational Psychology Service on Form R.

Health and Safety Policy

Please sign below to indicate that you have read and understood the Health and Safety Policy (The practical arrangements start on p9). Please mention to the Headteacher if there are any queries.

Name	Title	Signature	Date
Clare Bishop	Headteacher		
Paul Fearn	Deputy Head		
Nicola Collum	Teacher		
Holly Willetts	Teacher		
Stephen Metters	Teacher		
Jessica Schneider	Teacher		
Mathew Andrews	Teacher		
Rosemary Hughes	Teacher		
Susan Russ	Teacher		
Ruth Brazier	Teacher		
Jayne Jones	Secretary		
Carol Burgess	Cleaner-in-Charge /		
Bev Wright	Teaching Assistant/ Lunchtime Supervisor		
Penny Foulkes	Teaching Assistant/ Lunchtime Supervisor		
Caroline Bagust	Teaching Assistant		
Fiona Knowles	Teaching Assistant/ Lunchtime Supervisor		
Nicky Rogers	Teaching Assistant/ Lunchtime supervisor		
Claire Wilson	Teaching Assistant/ Lunchtime Supervisor		
Jo Corcoran	Teaching Assistant/ Lunchtime Supervisor		
Bethany Wheeler	Teaching Assistant/ Lunchtime Supervisor		