



SANDY LANE PRIMARY SCHOOL HEALTH AND SAFETY POLICY

Reviewed by Safeguarding and Premises Committee October 2015
Next review October 2016

Signature of Chairperson
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This policy is in addition to Bradford Council's Health and Safety Policy in order to benefit staff, pupils, visitors and other users of the premises.

Our policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher discharges her responsibilities in respect of staff, pupils and visitors.

Aim

To provide a safe and healthy working and learning environment for staff, pupils and visitors

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- The maintenance of a healthy and safe school is the shared responsibility of the whole school community.

Procedure

<p>Role of the Governing Body</p>	<ul style="list-style-type: none"> • Decide policy and re-visit annually • Monitor the effectiveness of the policy • Give strategic guidance • Monitor and review health and safety issues through the premises and safeguarding sub-committee, reporting back through the chair of the sub-committee to the governing body • Ensure adequate resources for health and safety are Available by making recommendations to the finance committee • Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to: <ul style="list-style-type: none"> ○ Provide plant, equipment and systems of work, which are safe, and without risks to health ○ Make arrangements for handling, storage and transportation of articles and substances ○ Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently ○ Promote the development and maintenance of sound safety, health and welfare practices ○ Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises ○ Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults ○ Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances ○ Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school
<p>Role of the Headteacher</p>	<ul style="list-style-type: none"> • Be responsible for the day-to-day implementation of school safety organisation alongside the site manager • Develop a culture of safety throughout the school • Report to governors on pertinent issues through the premises and safeguarding sub-committee • Liaise with outside agencies able to offer expert advice • Ensure that all staff fulfil their duties to co-operate with the policy • Formulate and co-ordinate safety procedures • Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis or as and when necessary, reporting back to the premises and safeguarding sub-committee • Ensure relevant staff have access to appropriate training • Meet with the site manager and office manager regularly to manage site issues

	<ul style="list-style-type: none"> • Report to the site manager and office manager any defects and hazards that are brought to notice
Role of the Senior Leadership Team	<ul style="list-style-type: none"> • ensure risk assessments are accurate, suitable and reviewed annually • provide support for the Headteacher in ensuring relevant risk assessments are in place • report any areas of concern in order to minimise risk • provide guidance and support to all school staff • keep up to date with new developments and resources • review and monitor the effectiveness of this policy
Role of the Staff	<ul style="list-style-type: none"> • Ensure that they have read the Health and Safety Policy. • Fully support all health and safety arrangements. • Take reasonable care of their own health and safety and that of others who may be affected by their actions • Ensure, as far as is reasonably practicable, that their classroom or office is safe • Use equipment safely • Ensure, as far as is reasonably practicable, that pupils use equipment safely • Risk assess any curriculum activity that poses a health and safety risk to children. • Identify risks on planning • Report situations which may present a serious or imminent danger to the site manager or office manager • Report any defects and hazards to the site manager. • Report any 'near misses' to the site manager. • Report any child protection concerns or abuse to pupils to the Headteacher or named person for child protection in line with the school Child Protection Policy. • Complete an 'Accident / Incident / form, available from the office manager, in the event of a significant accident • Complete a serious behaviour incident form available from the office manager in the event of a serious behaviour incident in school in line with the school Behaviour Policy • New staff to attend to health and safety as part of their induction
Role of the Site manager	<ul style="list-style-type: none"> • Ensure that they are familiar with the school's Health and Safety Policy. • Conduct a termly health and safety survey with the either the Union Representative or premises and safeguarding committee • Conduct regular site checks as part of day to day responsibilities • Meet with the headteacher and/or office manager to manage site issues. • Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances • Report to the Headteacher and/or Office Manager any

	<p>defects and hazards that are brought to notice and action accordingly</p> <ul style="list-style-type: none"> • To have liaise closely with the Project Manager during building • work with accurate timetable of events and to report using Task Manager • Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use. • Test and record the fire bells and fire doors weekly • Inform the office manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts • Maintain a record of hazardous substances used for cleaning and similar purposes • Clearly identify appropriate cloths and buckets in the site managers room for staff to use in the event of a spillage occurring (as per the site manager's colour coded system). • Ensure no toxic substances are within reach of pupils as per COSHH register • Ensure all risk assessments relating to the buildings are reviewed on an annual basis
Role of the Office Staff	<ul style="list-style-type: none"> • Report to the Site manager any defects and hazards that are brought to her notice • Liaise with the Site manager when organising health and safety works • Ensure Task Manager is used to record dates and supporting information relating to contractors working on site. • Liaise with the Headteacher on any financial implications for health and safety / premises issues. • Meet with the Headteacher and/or Site manager regularly to manage site issues. • Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.
Role of the Subject Leaders	<ul style="list-style-type: none"> • Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.
Role of the Lunchtime Staff	<ul style="list-style-type: none"> • Report any health and safety concerns at lunchtime to the Lead Lunchtime Supervisor and/or the Site manager.
Role of the Pupils	<ul style="list-style-type: none"> • Exercise personal responsibility for the safety of themselves and other pupils. • Observe standards of dress consistent with safety and/or hygiene. • Follow the safety rules of the school and in particular the instructions of teaching and support staff given in an emergency. • Use and not wilfully misuse, neglect or interfere with things

provided for their safety.

Arrangements

Accident and Incident reporting

- Follow the Bradford Council 'Accident Reporting and Recording Procedure held in the green accident file in the School Office.
- The School first aid policy gives of school first aid procedures.

In brief:-

- Any pupil who has been injured is sent to a qualified First Aider to inspect and, where appropriate, treatment will be given. All incidents and treatment are reported in the accident book
- More serious accidents are recorded on 'Accident / Incident forms in the green accident file.
- Parents/carers are contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious incident, appropriate help will be sought and the emergency services contacted if needed. If required, the area will be evacuated and a parent/carer notified. If a parent/carer is unable to get to school then a member of staff will initially accompany the pupil to hospital until the parent/carer arrives.
- Staff should complete an Accident Book Form (AB1) if they sustain an injury at work. The form can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Medicines

- Our trained First Aiders supervise the self administration by a pupil of medication for chronic or long-term conditions.
- Parents/carers give written consent to authorise members of staff to administer prescribed medication. Staff record the time medication is given and sign the reverse of the form.
- Medicines are stored in the staff fridge.
- Medication for asthma is stored in classrooms. Pupils are supervised by a member of staff when taking their asthma medication.

Playground equipment

- One member of staff closely supervises the use of the adventure trail at break and lunchtimes.
- Pupils should not use the adventure trail until a member of staff or a lunchtime Supervisor is in attendance.
- The site manager inspects the equipment on a regular basis to ensure it is safe to play on

Asbestos

- An asbestos register is held centrally in the Site managers Office

- The Site manager makes it available to contractors working on site who sign to say that they are aware of the register
- Asbestos checks are done prior to any alterations to the school premises

Bad Weather

- It is the role of the Site manager to ensure there is a path for pupil and parents/carers to have access to the school in adverse weather conditions. In accordance with the Site managers gritting plan.
- If it is decided by the Headteacher that the school cannot open due to adverse weather conditions, parents/carers will be informed by the admin staff via 'Parentmail' and the Headteacher instigates the snow tree contact sheet.
- Parents/Carers will also be informed on the school website.
- The Local Authority will be informed by the Headteacher who will inform the radio stations. The Chair of Governors will be informed by the Headteacher. Clear signage will be displayed on main gates indicating school closure.-

Control of Hazardous Substances

- The Site manager completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances.
- All hazardous substances are stored in a locked cupboard and are not handled by anyone other than the Site manager.

Educational Visits

- Staff comply with Bradford Council requirements and the schools Educational Visits Policy when organising educational visits.

Electrical Testing

- All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually by an accredited contractor, organized by the Site manager

Evacuation of the Building

- The Fire register and fire and evacuation policy details the procedure for the evacuation of the building.
- Fire exits are clearly labelled.
- Plans showing exit routes are displayed by the door of each classroom.
- Fire bells are tested weekly and fire doors tested half termly by the Site manager.
- A fire drill is practised and documented once a term by the SLT reported by the Headteacher to the Governing Body.
- Fire appliances are checked annually an external authorised contractor.

Fire Safety

- Please refer to the Fire and evacuation safety Policy and fire register.

First Aid Provision / injuries in school

- Please refer to the First Aid Policy for further information

- The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Their names are displayed at the first aid point in the School.
- First Aid is administered at the first aid point in school.

Lift

- The Lift is checked and recorded by the Site manager monthly and by an accredited contractor annually. It is repaired as appropriate.

Movement Around School

- Pupils should walk around school in single file on the left and stand in single file when waiting. Pupils should move around school safely and in line with the school Behaviour policy.
- No pupils should remain unsupervised.

Manual Handling

- Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.
- A risk assessment is undertaken for manual handling
- Staff will have appropriate training for manual handling

PE Equipment

- Gymnastic equipment is checked and recorded by the Site manager monthly and by an accredited contractor annually. It is repaired or removed as appropriate.

Playground

- Staff actively encourage pupils to play safely.
- Staff supervise the KS1 and KS2 playgrounds and grounds during break times.
- We have appropriate numbers of Midday Supervisors on duty at lunchtime. Senior Management Team members routinely help supervise pupils at lunchtime.
- Pupils should not enter the playground without adult supervision.

Pregnant Workers

- The Headteacher will carry out a risk assessment in accordance with Bradford Council guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

Safe Stacking and Storage

- Deliveries should be managed by the Site manager and Office Manager.
- Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.
- On Site Vehicle Movements School car park should only be used by staff and for deliveries

Site Inspections

- The Site manager inspects the site as part of their daily routine.
- Urgent matters are **actioned** ASAP by either the site manager or the office manager.

- Routine matters are discussed at premises meetings between the Headteacher, Site manager and/or Office Manager and actioned accordingly.
- The Site manager inspects the site on a termly basis alongside a Governor or a Union Representative.
- The Headteacher, Site manager and Premises and Safeguarding Committee conduct a termly health and safety survey and report back to the Governing Body.

Slips, Trips and Falls

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Site manager.

Swimming

- We use Bingley Baths for swimming lessons and follow the Councils Policy Guidance Note.
- Swimming instruction is provided by qualified swimming instructors. All sessions are supervised by school staff.

Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No pupil should be left unsupervised.
- Staff should be in class when pupils come into class in the morning/afternoon.
- Staff should be punctual in collecting pupils from the playground.
- The same duty of care applies when staff supervise pupils in after school clubs.
- If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- Team Leaders should inform supply teachers of their duties regarding supervision.
- Appropriate staff should be available to supervise cloakrooms and pupils entering/leaving toilets.

Water Safety

- Legionella/Temperature testing is checked and recorded by the Site manager annually by an accredited contractor and appropriate action taken.

Working at Height

- Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- Staff will have appropriate training for working at height.
- Step ladders are kept in the following places: Site managers room, intervention room cellar. Step ladders are checked by the Site manager.

Risk Assessment

The stages of risk assessment are:

- Look at all the activities of the school such as systems, jobs, tasks, people, equipment etc
- Identify the hazards that are or may be involved
- Identify those persons who may be at risk
- Identify the level of risk
- Decide whether existing measures adequately control the hazard
- Consider appropriate and suitable measures that may eliminate or reduce risk
- Implement the risk control measures
- Communicate the risk control measures to all school personnel
- Monitor the control measures for effectiveness
- Review and introduce new procedures

Risk assessments are reviewed annually or more frequently if required.

All risk assessments are reported to:

- The Premises and Safeguarding Committee
- Relevant School staff
- Pupils where relevant
- Visitors where relevant

REVIEW

- The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

ARRANGEMENTS

- The Head will ensure that pupils and staff are familiar with the arrangements set out in this policy.