Much Birch C of E Primary School

Health & Safety Policy



'We will flourish and reach our God given potential'

I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit. **John 15:5**

All members of our whole school community are able to realise their God-given potential, enabling them to become equal, caring and active citizens whilst upholding true Christian values. We treat others, as we would like to be treated, with dignity and respect. Everyone is encouraged to flourish with hope and high aspirations

Updated:	**2 Yearly**
Review date:	**September 2027**
Head teacher:	**Mrs. B. Davies**
Chair of Governors:	**Reverend Mark Johnson**

Summary

In community schools the employer is the Local Authority (LA). Legislation requires that every employer who employs five or more people writes a health and safety policy and ensures that it is brought to the attention of all their employees. All schools are required to produce a local Health and Safety Policy that takes account of and is consistent with the County Council's policies. This Policy will be specific to the school as it will contain information on who will do things and how. Head Teachers should ensure the Policy is ratified by the Governing Body and implemented within the school. Once completed the Policy should be communicated to all staff in school. As employers the LA will monitor the effectiveness of school local policies to ensure they are adequate. Main legislation addressed is the **Health and Safety at Work Act 1974**

Introduction

INTRODUCTION

The Governing Body at Much-Birch C of E Primary School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. We are committed to:

- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work. Mrs Broomfield is the current

INTRODUCTION

In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this

part of the Policy. The school is supported by **Fire and Risk Management Services** in fulfilling its duties.

THE GOVERNING BODY

The Governing Body has the responsibility to ensure that:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities. Mrs Davies oversees this area and in her absence Mrs Ricketts. All staff have duty to comply with health and safety arrangements at Much Birch C of E Primary School.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually or before if required.

THE HEADTEACHER

The Head Teacher supports the Governing Body by ensuring that:

- This Policy is communicated adequately to all relevant persons.
- That an SLA with Collin Birks is in place for advice and direction where required.
- Appropriate information on significant risks is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- DBS checks are carried out for all staff and that contractors that enter the school have a valid DBS.

THE SCHOOL HEALTH AND SAFETY CO-ORDINATORs (Mrs Davies and Mrs Ricketts)

Are responsible for:

- Co-ordinating and managing the risk assessment process for the school. These are kept in the school office.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Making provision for the inspection and maintenance of work equipment throughout the school.
- Keeping records of all health and safety activities.
- Advising the Head Teacher/deputy head teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- Carrying out any other functions devolved to SLT by the Governing Body.
- Unsafe conditions being reported and dealt with to agreed timescales.

TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes Deputy Head Teachers, Administrative Assistants, teachers, teaching assistants, supply teachers, after school club leaders, and Caretakers. They must:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head teacher/deputy head teacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head teacher or the School Health and Safety Co-ordinator.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head Teacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately.
- Include health and safety in the annual report for the Head Teacher.
- Ensure fire exits are clear at all times.

CLASS TEACHERS

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of safeguarding, fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to the Head teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to the Head teacher.
- Ensure classroom environments are safe and tidy to avoid hazards.
- To ensure fire exits are clear at all times

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and Head teacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable. They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Head teacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of the pupils in their care, themselves, other employees and other persons.
- Follow the safeguarding policy to ensure the welfare of the children in their care.
- Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with current procedure. Details of these can be found in the white folder labelled 'injuries and near misses' in the office
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- To ensure fire exits are kept clear at all times.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered. Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

In compiling this Health and Safety policy governors have referred to relevant Health and Safety documents. Points specific to Much Birch C of E Primary School are included under each heading.

ACCIDENT REPORTING, RECORDING AND INVESTIGATION

All accidents including minor injuries will be recorded in the accident book in the office. Serious injuries requiring professional medical assistance or near misses will be recorded on a Herefordshire PS01 form kept in the school office and sent to the Local Authority Health and Safety Officer. A PS01 accident form should be completed and returned to the School's Health and Safety Service within 3 days for more serious accidents involving:

- Fractures or suspected fractures
- Hospital or other medical treatment
- Head injuries giving rise to concern
- Defects in premises, equipment or furnishings

Accidents involving very serious injury or death must be notified to the Schools' Health and Safety Service on 01432 260860 immediately by telephone. Schools should retain all accident books and copies of accident forms for at least 5 years after the last date of entry. Telephones are available for emergency calls at all times by dialling 9-999 or 9-112. The postcode for the site is HR2 8HL

Any patterns or links to areas or specific apparatus, equipment etc. will be investigated and appropriate action taken. The Head teacher should report to the Governing body anything that is to be considered potentially dangerous. The accident book will be monitored by the Safety Officer and the Governing Body.

ACCESS AND EGRESS

Reasonable steps will be taken to clear ice, snow and leaves etc. in order to prevent the obstruction of all exit

ALLERGIES/EPILEPSY

It is up to parents to notify staff of any allergies or epilepsy. Training will then be provided should any specific life-threatening allergy or epilepsy be present on the school site, e.g. the use of Epi-pen. **See First Aid Procedures Policy**

As there are currently children in Much Birch who suffer with nut allergies we ask that parents do not send nut based products to school.

ASBESTOS

The Head teacher is responsible for the Asbestos Log Book which is kept in the School Office. Any contractors will have sight of and complete the log book prior to starting any work on the premises. Staff are instructed not to drill or affix anything to walls, ceilings etc. If any doubts remain regarding the presence of asbestos, the LA will be contacted. The care taker with the support of Collin Birks should update the annual asbestos report in line with the DFE publication 'Managing Asbestos in schools.

AUDIT

The Governing Body with the Head Teacher are responsible for completing the Primary School Safety Audit.

BEHAVIOUR MANAGEMENT/BULLYING

All staff and pupils are aware of the school rules in relation to behaviour and conduct. The school's policy in relation to this area is detailed in the school's Behaviour Policy.

BLOOD-BORNE DISEASES (See also First Aid)

All staff are instructed to wear gloves for all First Aid. Gloves can be found by the First Aid box.

BUILDING REPAIRS AND CONTRACTORS (including extensions and new buildings)

The Head teacher will liaise with the contractor supervisor to exchange health and safety information and agree safe working practices, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractor's working methods and how staff should report concerns and who to. Contractors should be made aware of expected conduct on site.

CLEANING AND CARETAKING

Cleaning in school is carried out by the school cleaners. The Cleaner in Charge should ensure their own health and safety and that of all others using the buildings while undertaking cleaning duties.

Communication

School staff must report and problems related to health and safety.

CURRICULUM SAFETY (including out of school learning activities)

Risk Assessments are available for all relevant aspects of the curriculum including Science, Design and Technology, PE etc. These are located in the Risk Assessment File in the office.

CYCLE TRAINING

Year six pupils annually undertake cycle training assessment. This is carried out by an L.A. appointed road safety officer who follows county guidance with regard to safety on these matters.

DISPLAY SCREEN EQUIPMENT (VDUs).

All staff should be aware that continued use of VDUs could cause postural fatigue, visual fatigue and the possibility of a potential epileptogenic effect. Advice can be obtained from the LA Health and Safety Officer.

ELECTRICAL EQUIPMENT (fixed and portable)

Inspection and testing of portable electrical equipment is carried out by a qualified person. This is undertaken on an annual basis. All equipment is made available including all DT equipment, stage lighting, sound systems etc. Everything used in school must be tested. Any faults or equipment found to be defective by any person should not be used and should be reported to a senior manager immediately. Records of inspection and testing are kept in the Office. No electrical appliances are to be brought on to the school site unless tested.

EMERGENCY LIGHTING

The Cleaner in Charge/ Caretaker is responsible for monthly testing of the emergency lighting.

FIRE ALARMS

The Cleaner in Charge/Caretaker is responsible for testing the fire alarms weekly and a record of each test should be kept in the school test book to be found in the School Office. All deficiencies should be noted and immediate remedial action taken.

FIRE APPLIANCES (Extinguishers and Hose reels)

The Cleaner in Charge/caretaker should visually inspect fire extinguishers monthly and any defects are to be rectified as soon as possible. The LA arranges a contract for an annual inspection and a record of the visit is kept.

FIRE EVACUATION AND FIRE DRILLS

The Head Teacher should carry these out termly. A record is kept in school in the office in a folder named Fire Drills/Fire tests.

FIRE PREVENTION

All staff are responsible for keeping their areas tidy - rubbish and waste materials should not be allowed to accumulate. All fire doors must be unlocked whilst persons are on the premises. Fire notices detailing action to be taken on the raising of the alarm should be prominently displayed in each occupied room. Fire assembly point is in the school playground.

FIRST AID (See First Aid Policy)

At Much Birch C of E Primary we have nominated trained staff. A list is kept in the staff room. Gloves must be worn, whenever blood or other body fluids are involved. First Aid Boxes are located in the office.

The following first aid procedure is followed:

- Identify problem
- Treat according to first aid guidance
- Complete injury form in the green accident book.
- Head bumps: the children should have a sticker and a letter that requires parental confirmation.
- A professional judgment should be taken as to whether to inform parents by phone in addition to the above.

- Parents should be advised before collection their child has had more than a minor injury so that they are not shocked by a bruise, cut etc.

Severe Injury

- Identify injury using first aid training guidance
- Call for an ambulance using the grid ref no. 501309 or what3words – *curry.special.badminton*
- Notify parent/relative.
- Ensure that somebody stays with the injured person.
- Cordon off the area where the accident happened until the risk can be assessed by the head teacher and appropriate action taken.
- At appropriate point complete the accident book and form V1.1 has to be sent electronically to the following bodies: accidents@herefordshire.gov.uk
- And accidents@fandrms.co.uk

Children feeling generally unwell and suffering from the onset of an illness:

- Telephone parents and discuss symptoms.
- If sickness needs 48 hours absent from school from the last bout of sickness.
- All other illnesses or infections according t medical advice and guidance.
- Both staff and pupil illness should be recorded in SIMS

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FLAMMABLE SUBSTANCES

All flammable substances are kept in locked storage areas (Cleaner's cupboard). All displays should be kept away from light fittings or other heat sources.

GROUNDS MAINTENANCE

Grounds Maintenance is currently carried out by High ground and monitored by the Local Authority.

Handling

All staff are reminded to adopt good manual handling techniques during their daily activities. If staff are unsure how heavy a load is they should test to ascertain its suitability. If unsure ask other staff members to assist with the load.

HAZARDOUS SUBSTANCES

All staff should be aware of the dangers of hazardous chemicals and follow manufacturers' guidelines for use and storage. Hazardous chemicals on site should be stored in the Cleaner's cupboard. Cleaning in school is carried out by employed school cleaners. The Cleaner in charge/caretaker should ensure that all cleaning staff are aware of the dangers of hazardous chemicals and follow the manufacturer's guidelines for use and storage.

INCLUSION

Staff will plan lessons and activities suitable for all children, including those on the Much Birch Primary School's disability register, making reasonable adjustments in respect of access. The Head teacher will ensure staff are suitably informed and trained to be able to support and include pupils safely and effectively.

JOURNEYS, VISITS AND RESIDENTIAL VISITS

All school trips should be planned by the teachers responsible, who should inform the EVC of the trip and ensure that appropriate risk assessments are completed before commencing the trip. The Local Authority has a web tool for notification of all school trips. https://evolve.edufocus.co.uk/evco4/evchome_public.asp .

Planning of school trip especially trips over 50 Miles from base or longer than 8 Hours duration must use this notification process, at least 10 days in advance. Shorter trips (less than 15miles) require that the annual Local School Visit Consent form has been completed for each child and school based Risk assessments completed. Pupil / adult ratios will be dependent on risk assessments, pupil activities, pupil ages and specific needs. Parental authorisation is always sought before any trips take place. It is common practice to take a First Aid trained adult on a trip. Any concerns should be clarified with Sean Taylor before the trip.

LONE WORKING

Staff working in school on their own should make arrangements to phone a designated person to ensure their safety.

WORKING AT HEIGHT

When carrying out display work etc. staff must use the provided steps to stand on and must not work at a higher level.

MANAGING MEDICINE AND DRUGS

The administration of medicines to pupils is recognised as the responsibility of parents.

Parents will be asked to come in to administer the medicine at the school office. Where there is real difficulty the secretary/head teacher will make arrangements for the administration of medicines which have been prescribed by a doctor. Parents should deliver medicines to the office in the morning. It must be accompanied by a form, available from the office, completed by the parent. Medicines are kept in the school fridge. Children should report to the office at the appropriate time for the medicine to be administered by the first aider and witnessed.

Children who need inhalers have a named inhaler in the school office. Teachers should ensure that they are available when swimming or during PE.

On Educational visits prescription medicines are administered by the member of staff who is also first aid trained.

Children with complex needs should have a care plan in place written by the school nurse.

Monitoring Health and safety procedures:

An annual review of the school's Health and Safety procedure and practice will be conducted by the Head teacher and Deputy Head teacher once a year. This should be discussed with the school care taker and administrator and Collin Birks. This will include the analysis of accident records, trends, near misses etc.

Occupational Health

Staff can access the services of the LA OH team. This service covers a wide range of activities from advice on stress or recovery from illness.

OUTDOOR PLAY EQUIPMENT

Play equipment must only be used when playground is being supervised. If weather conditions make the equipment excessively wet and/or slippery, it must not be used. Any defects or hazards must be reported to the Head Teacher immediately.

In the event of icy weather the children will generally come straight into school or the areas concerned will be coned off appropriately.

PE EQUIPMENT

All staff planning to use PE equipment must test and inspect it before it is used by children. Gym equipment in the hall will be inspected annually by appropriately qualified persons. Any faults identified by any person must be reported to a senior manager as soon as possible. Children must not have access to defective equipment. Records of annual inspections will be kept in the Premises folder. PE risk assessments are contained in the Risk Assessment File. Staff have been made aware of the risks and controls in these areas.

PLAYGROUND SAFETY AND SUPERVISION including of classes.

The school playground is checked by the care taker each morning. Staff are asked to report any concerns e.g., breakages, splinters etc. Playground equipment is checked by ROSPA staff on an annual basis.

Children are supervised by staff on duty at break times and by the midday supervisors at lunch times. Staff are reminded of the need to be on duty at the correct times and to collect the children promptly when the bell goes at the end of breaks.

Children should not be left unsupervised at any time in the class room. If teachers require resources or assistance then a message should be sent to the office.

Reporting:

The head teacher will report health and safety matters to the Governing Body annually.

Subject Leads are to ensure that staff are aware of any risks involved in their subject.

RISK ASSESSMENTs

Copies of Much Birch Primary School's Risk Assessments are kept in the Risk Assessment File in the office. The following steps will be taken to ensure that the Risk Assessment is up to date:

- A review of accident records will be placed on the agenda regularly of meetings of the governing body sub-committee.
- Matters arising in connection with the Risk Assessments will be placed on the standing agenda for governors meetings.
- The Risk Assessments will be reviewed generally annually.
- The safety audit will be carried out annually by the head teacher.
- Any trade union safety representative may also inspect the school buildings and grounds.

SECURITY

- All staff should wear ID badges.
- All visitors should report to the Reception desk. ID passes will be given to individuals even if recognised passes are already worn.
- Parents who are assisting in school should complete the signing in book.
- All volunteer helpers and governors will be police checked.
- Any voluntary helpers should complete the LEA's 'Disclosure of Criminal Background' form.
- The gates will be unlocked by the caretaker for pupils to enter the premises and locked during the school day. After school the external doors and gates will be locked, except for access to pupils taking part in extracurricular activities.
- All persons entering the school premises as visitors should report to the office and sign in for their acceptance onto site. The register must also be signed to indicate the time of departure.

- The school has security locks which should be used for authorised entry only.
- All staff should be aware of the potential for intruders.
- Intruders should be reported to the Head teacher or deputy who will take appropriate action to safeguard the children and staff.
- .Teacher or other senior staff must be alerted and if necessary need to be prepared to call the Police.

SITE MAINTENANCE

The Head teacher, Governing Body and care taker are responsible for the upkeep and maintenance of school buildings and site.

Slips and trips

Staff members are to be vigilant where the potential for slipping or tripping exist immediately. . If a defect or slip hazard is located then staff members must report the hazard to the school office or caretaker.

SMOKING

Much Birch Primary School is a non-smoking environment.

STAFF

- Staff working in school on their own should make arrangements to phone a designated person to ensure their safety.
- If staff are subjected to any physical aggression, verbal aggression, intimidation, harassment or bullying on school premises they must inform the Head teacher immediately.
- If the Head teacher is subjected to any physical aggression, verbal aggression, intimidation, harassment or bullying on school premises they must inform the Chair of Governors immediately.
- Written accounts must be kept of such episodes.
- Appropriate steps will be taken by the Head Teacher and or Governors to deal with such situations.
- The Governors and the LA will be informed and involved.

STAFF TRAINING AND DEVELOPMENT

New members of staff undergo an induction where elements of the Health and Safety policy are covered. Also staff are made aware of risk assessments. Reviews to risk assessments are conducted periodically and at this stage shared with staff.

STRESS

All staff must be aware of the need for an appropriate work/life balance. Support can be obtained from the Local Authority. Members of staff are welcome to request a referral from the Head teacher to Occupational Health if a work place issue is causing health problems or if events have taken place whereby the individual may benefit from counselling. Governors have a well-being committee that discusses staff welfare.

VEHICLES - CAR PARKING

Staff and visitors may park their cars in the school car parks at their own risk. Vehicles are not allowed on to the school playground or field during school hours unless by arrangement with the Head teacher. Parents are requested to follow the 'Kiss and Drop' routine to avoid congestion and to allow safe access.

WORK EXPERIENCE

Students and other persons visiting school on work experience must not be allowed to work alone with children unless qualified to do so. All persons working in school must have a satisfactory DBS check commissioned by Much Birch Primary School.

DOGS

Dogs are not allowed on the school premises. With the exception of our trained Forest School dog – Spiddy who resides in the Forest school area during the school day. If parents wish to bring their dog to collect their children from school they should wait on the pavement outside the school until their child is released to them.