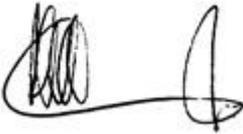


Health and Safety Policy (School)

STATUTORY

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BFS

Headteacher	Chair of Governors	Review Dates
		Last Review: July 2021
Lisa Keighley	Philip Cavalier-Lumley	Next Review: July 2022

1. Policy

This policy is in addition to Bradford Council's Health and Safety Policy; and is in order to benefit staff, pupils, visitors and other users of the premises. Copies of the local authority documents can be accessed via the Headteacher/ School Business Manager.

Blakehill Primary School *Health & Safety 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.

As a result of COVID -19, school has adopted the guidance provided by the Department for Education document :[Guidance for schools and colleges to support them keeping children safe, including online](#). See Appendices. A detailed risk assessment (see school website) provides the measures implemented to minimise and control the risk of coronavirus infection spread at Blakehill.

2. Purpose

To ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

3. Scope

All children, staff, contractors and visitors at Blakehill Primary School.

4. Principles

- 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 controlled (considered hazardous) 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.

5. Responsibilities

Role of the Governing Body

- Decide policy
- Give strategic guidance
- Will monitor and review health and safety issues
- Will ensure adequate resources for health and safety are available.

Recognise their responsibility under the Health and Safety at Work Act 1974 as far as is reasonably practicable to:

- Provide plant, equipment and systems of work, which are safe, and without risks to health
- Ensure provision is made for handling, storage and transport of controlled (considered hazardous) articles and substances
- Ensure provision of 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.

Role of the Headteacher

- **Review and update the COVID 19 Risk assessment in light of new government guidance related to Health and Safety**
- Be responsible for the day-to-day implementation of school safety organisation
- Develop a culture of safety throughout the school
- Report to Governors on pertinent issues through the Building, Finance and Staffing Committee
- Liaise with outside agencies able to offer expert advice
- Ensure that all staff fulfil their duties and to comply 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 Full Governing Body
- Ensure relevant staff have access to appropriate training
- Meet with the Site Manager and School Business Manager on a weekly basis to manage site issues
- Report to the Site Manager and School Business Manager any defects and hazards that are brought to notice.

Role of the Senior Leadership Team (SLT)

- undertake training in the process of completing a risk assessment
- 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 personnel
- keep up to date with new developments and resources
- review and monitor the effectiveness of this policy.

Role of Staff

- Ensure that they have read the *Health and Safety Policy and the COVID 19 Risk assessment*
- 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 work environment is safe;
- Use equipment safely
- Ensure, as far as is reasonably practicable, that pupils use equipment safely
- Report situations which may present a serious or imminent danger to the Executive Head/Head of School, Site Manager or School Business Manager
- Report any defects and hazards to the Site Manager
- Report any concerns of abuse to pupils to the Executive Head/Head of School who is the named person for child protection or an Assistant Head
- Complete an 'Accident / Incident / Violence Investigation' form, available from the School office, in the event of a significant accident or incident of violence
- All new staff to have an initial Induction Meeting with Executive Head/Head of School. A proforma to be completed and kept in school.

Role of the Site Manager

- Ensure that they are familiar with the school's *Health and Safety Policy and the school's COVID19 Risk assessment*
- Conduct a termly health and safety survey with the School Business Manager and appointed governor
- Conduct a half-termly site check with the School Business Manager as per school diary
- Frequently meet with the School Business Manager to manage site issues
- Ensure that all cleaning staff are aware of any implications of the *Health and Safety Policy and the COVID-19 Risk assessment* as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and School Business Manager any defects and hazards that are brought to notice

- 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 School Business 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.

Role of the School Business Manager

- Report to the Headteacher and Site Manager any defects and hazards that are brought to their notice.
- Liaise with the Site Manager and Headteacher when organising health and safety works.
- Report to the Senior Management Team on any financial implications for health and safety issues.
- Meet with the Headteacher and Site Manager on a weekly basis 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

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 Senior Midday Supervisor

Report any health and safety concerns at lunchtime to the School Business Manager.

Role of the Pupils

- 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.

Role of the Parents/carers

Parents/Carers are expected to support the school in any health and safety matters reported to them on newsletters.

6. Procedures

Arrangements Accidents and Incident Reporting

- With regard to any pupil complaining of illness, staff should follow the guidelines as laid down in the Staff Handbook. 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 or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms obtainable from the School Office.
- 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.
- If staff are concerned about the health of a pupil they should follow procedures in the Staff Handbook.
- 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.

Administration of Medicines

Refer to our *Administering Medicines Policy*.

Playground Equipment

- One member of staff supervises the use of the adventure trail at break and lunchtimes when in use
- Pupils should not use the adventure trail until a member of staff is in attendance
- If the adventure trail is used for extra playtime, a member of staff should supervise it.

Asbestos

- An asbestos register is held centrally in the School office
- The School Business Manager/ Site Manager makes it available to contractors working on site.

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 'Gritting Statement' (Appendix A), the Site Manager to produce an Action Plan
- If it is decided by the Headteacher that the school cannot open due to adverse weather conditions, staff and parents/carers will be informed by the admin staff via 'Parentmail'. Parents/Carers will also be informed on the school website by the ICT Leader. The Local Authority and local radio will be informed by the Headteacher. 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

Cooking

- Cookers should not be used without essential fire precautions and risk assessments being immediately available e.g. fire blanket, fire extinguisher etc.
- Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

Educational Visits

Staff comply with Bradford Council requirements 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 accredited personnel, organised by the School Business Manager.

Evacuation of the Building

- Fire exits are clearly labelled
- Plans showing exit routes are displayed by the door of each classroom
- Fire bells and fire doors are tested weekly by the Site Manager
- A fire drill is practised and documented once a term by the School Business Manager and reported by the Headteacher to the Governing Body
- Fire appliances are checked annually by an accredited contractor.

Fire Safety

Please refer to the *Fire Safety Policy*.

First Aid Provision

See also the school's COVID risk assessment for school's response to incidents of First Aid and the use of PPE equipment

- The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Their names are displayed in the School.
- First Aid is administered in the School Office or other designated areas in school.
- Portable First Aid kits are taken on educational visits and are available from the School Office.
- Before all offsite visits, a risk assessment will be carried out and if deemed necessary, a qualified First Aider will be available.
- All staff will be trained in basic First Aid including the use of an EpiPen.
- The First Aider or designated person on all offsite visits to be responsible for returning all pupil's medication e.g. inhalers, back in the appropriate place in the School Office.
- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the Office kitchen area with the first aid resources.

Head Lice

If staff discover head lice or are informed a child/adult has head lice, a letter is sent to the parents/carers of all pupils in a class if there is a case of head lice in the class.

Hot Drinks

Hot drinks should not be transported in corridors and classrooms between the hours of 8:30am and 3:30pm or when large numbers of pupils are moving around school out of hours. No hot drinks are allowed in the classroom when pupils are present. Safety beakers should be used during breaks.

Injuries in school

- Accident books are to be completed when treating injuries. The top section is given to the pupil to be passed to parents.
- Any appropriate adult can complete the Accident Book.
- First Aiders contact parents/carers by phone if they have concerns about any injury.

Injuries Offsite

- Offsite Mini Accident books are to be completed when treating injuries. The top section is given to the pupil to be passed on to parents
- A Designated person will be responsible for contacting parents/carers if they have any concerns about any injury.

Lift

The Lift is checked and recorded annually by an accredited contractor and repaired or removed as appropriate Organised by the School Business Manager.

Movement around School

- Pupils should walk around school in single file on the left and stand in single file when waiting
- No pupils should remain unsupervised, as far as practical.

Manual Handling

- Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability
- Staff will have appropriate training for manual handling
- Manual Handling guidance information from HSE made available to staff.

PE Equipment

Gymnastic equipment is checked and recorded annually by an accredited contractor and repaired or removed as appropriate, arranged by the School Business Manager.

Playground

- Staff actively encourage pupils to play safely
- Appropriate 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 supervise pupils at lunchtime
- Pupils should not enter the playground without adult supervision.

Pregnant Workers

The School Business Manager 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 School Business Manager in their absence
- 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, visitors and for deliveries.

Site Inspections

- The Site Manager inspects the site as part of their daily routine
- Urgent matters are referred to the Headteacher or School Business Manager and actioned ASAP
- More routine matters are discussed at the weekly premises meeting between the Headteacher, Site Manager and School Business Manager and actioned accordingly
- Inspect the site on a half-termly basis
- The School Business Manager, Site Manager and appointed governor 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 Eccleshill 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

- If a pupil is not collected from school, including after school clubs, staff should follow procedures in the Staff Handbook
- Appropriate staff should be available to supervise cloakrooms and pupils entering/leaving toilets.

Water Safety

Legionella/Temperature testing is checked and recorded 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 and unless trained are precluded from working at heights
- Working at Height guidance information from HSE made available to staff
- Step ladders are kept in the following places: Site Managers room, and Disabled Toilet.

The Stages of Risk Assessment

- 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
- All risk assessments to be recorded and retained in the Safety file

Frequency of Risk Assessments

Risk Assessments for the school environment must take place annually or reviewed if any changes occur during the year. PE equipment is independently inspected annually. Asset Management regularly produce a Building Condition report giving an overview of the structure and any recommendations to be addressed.

Reporting Procedures

All risk assessments are reported to:

- the appointed governor
- the Full Governing Body
- school personnel
- pupils
- visitors.

Publication of Risk Assessments

Risk Assessments will be displayed in the following ways:

- Staff handbook
- Staffroom folder
- Notice boards
- Appropriate areas of the school building
- Learning Platform/ school website.

7. Monitoring the Effectiveness of the Policy

This policy is reviewed every twelve months to ensure that it stays relevant and reflects the needs of the both staff and children.

8. Distribution

This policy will be available on the school website and from the School Business Manager.

9. Contacts

Please contact a member of the Governing body or the Headteacher if you require support or guidance on this policy.

10. Cross Referencing

This policy refers to the following other school policies:

Fire Safety

Food Policy Councils Policy Guidance Note

11. Appendices

Appendix A - Gritting Statement

- > [Guidance for full opening: schools](#)
- > [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- > [Actions for early years and childcare providers during the coronavirus outbreak](#)
- > [Safe working in education settings](#)
- > **NEW NATIONAL RESTRICTIONS from 5th NOVEMBER:** <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>