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1. Health and Safety Policy

Policy Statement

This policy is supplementary to the Swindon Borough Council Health & Safety Policies and Guidance. The policies can be found by following the link: -

<http://schoolsonline.swindon.gov.uk/schoolsonline-policyandguidance-healthandsafety.htm>

It is the intention of the school, so far as is reasonably practicable, to:

- establish and maintain a safe and healthy environment throughout the school, including entry and exit from the premises;
- establish and maintain safe working procedures among staff and pupils;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage, transport and disposal of hazardous articles and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety.

Roles and Responsibilities

Overall accountability for health and safety lies with the LA, as employer of the staff at the school. The head teacher and the school management team still play an important role in managing health and safety issues, as they usually enforce the school's health and safety policy on a day-to-day basis.

Governors

The Governing Body will ensure that all reasonable steps have been taken to fulfil the school health and safety policy and to reduce the possibility of accident or injury to staff pupils or visitors.

Governors will ensure that:

- adequate resources for health and safety are available;
- regular safety monitoring and reviews are undertaken;
- a positive H&S culture is established and maintained.

Headteacher

The Headteacher retains overall day-to-day responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors.

The following duties normally relate to the Headteacher but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Headteacher to ensure they are carried out.

Headteacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Headteacher is responsible for:

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- taking the lead in the promotion of an effective health and safety culture;
- the overall maintenance and development of safe working practices and conditions for all employees, pupils and other non employees on site;
- ensuring that the requirements of all relevant legislation, codes of practice and LEA guidelines are met at all times;
- ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others;
- consulting with employees, and safety representatives, on health and safety issues;
- ensuring effective means of communication with staff on health, safety and welfare issues;
- ensuring that risk assessments are undertaken and reviewed regularly;
- identify the training needs of employees and ensure that they are 'competent' to carry out their activities;
- ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe;
- ensuring that accident, work related ill health and violent incidents are reported and investigated as necessary;
- monitoring the standard of health and safety throughout the school;
- ensuring that emergency procedures are in place;
- ensure that staff involved in educational visits are aware of their responsibilities regarding the Educational Visits Policy and have access to it;
- authorise all offsite Educational Visits. Inform the Governors of all non-routine Educational Visits.

Staff

Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work. All staff will:

- support the implementation of health and safety arrangements;
- take reasonable care of themselves and others;
- ensure as far as is reasonably practicable that their classroom or work area is safe;
- report all issues to the caretaker or business manager.

Teaching staff have the responsibility to familiarise themselves with the following procedures and bring them to the attention of pupils:

- Emergency Evacuation Procedures
- Accident Procedures
- Safe working practices

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The caretaker

The Site manager, will:

- conduct regular safety inspections around the school;
- report, as appropriate, any health and safety concerns to the Headteacher;
- be informed of the findings of the annual health & safety walk carried out by the health & safety governor.
- be responsible for ensuring all electrical equipment is inspected and safe to use;
- be responsible for ensuring that the testing of all alarms and fire fighting equipment is carried out each year as required;
- ensure all signs used meet the statutory requirements;

Pupils

All pupils are expected to behave at all times in a manner that places neither themselves nor others needlessly at risk. They are expected to:

- comply with school rules relating to general behaviour;
- to take note of and comply with information provided for safety with regards activities undertaken;
- in cases of emergency to remain quiet, listen and obey instructions given by staff; and
- not to misuse anything provided for H&S reasons.

Visitors and Contractors

All visitors are required to sign in on entering the school.

Parent helpers are required to undergo an enhanced Disclosure and Barring Service (DBS, formerly known as CRB) check.

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

Contractors will be given sufficient information to enable them to work safely in the school. They are required to co-operate with the school in all measures taken to ensure the safety of pupils, staff and visitors.

Contractors on site are supervised by the Headteacher, business manager or caretaker, who is aware of the school's responsibilities regarding contractors. Checks are made for competence and insurance.

Contractors provide risk assessments as necessary

Accident/Incident Recording/Reporting

Accident Procedures

During playtimes and lunchtimes, injuries that require first aid treatment should be dealt with in the first instance by the adults on duty. For injuries that require closer attention, children should be sent to the first aider on duty. Persons administering first aid should wear disposable gloves where bodily fluids are involved. An adult witness should be present if

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tending an intimate part of the body. Any dressings or materials which have been in contact with bodily fluids (e.g. blood, vomit etc) must be disposed of appropriately: blood and contaminated materials to be bagged in the sanitary bins which are emptied regularly; vomit to be double bagged and deposited in the main waste bin.

During lesson times if no trained member of staff is present, and the injury cannot be dealt with, the child should be sent to the nearest first aider, accompanied by another child or adult.

All head bumps and injuries must be recorded (including a brief description of the incident) and parents will be notified via the accident reporting book. Head bumps should be passed to the office, so an accompanying letter can be produced and emailed to parents as well as the hard copy going home. A telephone call depending on the injury should be made if the first aider or teachers feels it is necessary. All staff MUST ensure that the office is informed of such injuries this will enable the office staff to ensure that procedures have been followed. This will also ensure that should a child subsequently report to the school office a connection can be made.

If a child has an accident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. If parents cannot be contacted then the headteacher will accompany the child and stay with them until the parents arrive.

In the case of non-urgent hospital treatment, where it is felt parents need to be informed, this will be done by the office staff and arrangements made for the parents to collect their child.

Reportable Accidents and/or Injuries

Major incidents are those reportable injuries, dangerous occurrences and occupational diseases (as defined by the HSE) that the Health & Safety Advisers are required to report these to the Health & Safety Executive, by the quickest means possible and on the correct form. The school must therefore telephone the Health & Safety Team, as soon as a major incident occurs, and immediately enter the details on the relevant forms.

Violence

The school believes that violence to staff or pupils is unacceptable. Violence is any incident in which the person is abused, verbally or otherwise, threatened, or assaulted and may also include bullying and sexual or racial harassment. The school will endeavour to prevent violence to staff and pupils occurring, and to support and assist them should violence occur.

All violent or potentially violent incidents should be reported both to the Headteacher and the Health & Safety Team, via the relevant forms. Where actual injury occurs this should be specified on the report. It is vital that there is a written record of all such incidents, as the Council's Health & Safety team are required to report them to the Health and Safety Executive.

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First Aid

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care, and understanding, in our school. It is our policy to ensure that appropriate first aid arrangements are in place for our staff, pupils and any visitors to our premises. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment.

First Aid Training

The school maintains an up-to-date list of those employees who have undergone emergency first aid training. The school has 13 appointed first aiders; these members of staff have passed the relevant qualification which is renewed every 3 years.

All staff will be informed of First Aid arrangements and made aware of this policy as part of their induction.

First Aid Equipment

Details of children with severe medical conditions are kept in the filing cabinet in seeds – including a copy of their care plan. The checking and ordering of stock is carried out by a named TA, who fill the first aid boxes around school, dispose of any out of date items and ensure that enough stock is maintained to supply the school. Portable first aid kits are provided for out of school visits. There is no first-aid budget; stock is purchased on a need basis.

Medication in school

School staff do not administer/supervise medicines, except where it is listed on a care plan. Parents must make arrangements for any medication to be administered during schools hours.

All children that use inhalers for asthma, should have their inhalers labelled and in their classroom in a secure drawer.

Illness

Children who feel unwell should be sent to the school office (for younger children they should be sent with an accompanying note from the teacher explaining the nature of the child's illness). The decision to send an unwell child home should be made by the class teacher.

Vomiting and Diarrhoea

There are buckets in the disabled toilet for pupils who feel sick. Powder, mops and buckets may all be found in the medical rooms. Vomit must be treated as a biohazard; the area must be thoroughly disinfected and vomit must be double bagged and disposed of appropriately.

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If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

Chicken Pox and Other Diseases/Rashes

If a child is suspected of having chicken pox etc, a member of staff will look at their arms or legs. To look at a child's back or chest would only be done if the school were concerned about infection to other children. In this case another adult would be present and would not be completed without the child's consent.

If your child has any of these infections they will need to stay off school for a prescribed period of time. The Headteacher or school office will advise timescales.

Head Lice

Staff do not examine children for head lice. If we suspect a child has head lice we will inform the parents and a letter will be sent out to the whole class advising parents to check their child's head for lice.

Pastoral Care

There may be occasions that children state that they are unwell or require First Aid but actually require 'pastoral care'. Incidents requiring 'Pastoral Care' should be treated as follows:

If an incident occurs during a teaching session, a member of staff supporting the class / year group should take 'Pastoral' care of the child ensuring his/her well-being.

If an incident occurs at playtime the teacher on duty should take 'Pastoral' care of the child ensuring his/her well-being. It is the teacher's responsibility to inform the child's class teacher.

If an incident occurs at lunchtime, one of the lunchtime supervisor's should take 'Pastoral' care of the child ensuring his/her well-being. If they require additional support they will seek the support of the Headteacher, Deputy Headteacher or a member of the senior leadership team.

It is the lunchtime supervisor's responsibility to inform the child's class teacher. It is the class teacher's responsibility to inform parents of significant pastoral care needs.

Sun Protection

Parents/carers are encouraged to apply high-factor sun protection cream, lotion or spray as necessary before the pupils come to school. If further applications are needed during the school day, pupils must do this themselves as staff are unable to assist. Pupils are encouraged to wear head/neck protection as provided by parents/carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Shade is provided on the school playground via trees and wooden gazebo.

Emergency Procedures

See LEA Guidance for schools on dealing with emergencies and school closures.

In the event of an emergency the Fire Brigade, Police or Ambulance Service may be

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summoned by the First Aider, Headteacher, Office Staff, or member of the senior leadership team.

If a fire or any other serious imminent danger is detected by a member of staff, the fire alarm should be activated by breaking the glass in the nearest fire alarm point - these are situated near exit doors.

On hearing the alarm all staff, pupils and visitors should immediately leave the premises following the evacuation procedures.

Fire drills will be held once a term and recorded appropriately.

Fire Evacuation Procedures

See the schools Fire Safety Policy

Risk Assessments

Teaching Activities

Risk assessments are carried out by the school to comply with legislative requirements. The risk assessment process is led by the Headteacher. The risk assessments look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment are brought to the attention of staff and the assessment reviewed and revised as necessary. The review takes place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

Control of Substances Hazardous to Health (COSHH)

The school will ensure that the risk to staff and pupils from substances hazardous to health is prevented or controlled so far as is reasonably practicable. Risk assessments will be carried out by the school, combining information from the Manufacturer's Safety Data Sheets (MSDS) and it's use. No new substances should be generated or brought into school, unless a risk assessment has been carried out and the MSDS is held. Any substances are kept locked in the caretakers cupboard. The COSHH Records are kept in the office and a copy in the caretakers cupboard.

Staff Safety

The Governors and Headteacher will take all reasonable steps to ensure that the staff at the school are able to work in a safe and secure environment, being aware of issues such as work life balance and stress as well as more obvious hazards. They will:

- ensure that staff are aware of Staff Support Services, Occupational Health Service and relevant unions, encouraging staff to make use of these as appropriate;
- maintain the building and premises as outlined above;
- give staff access to appropriate equipment as required;
- taking appropriate action against any person who acts in a violent way, or threatens violence, towards a member of staff.

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

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Manual Handling

No member of staff should be required to lift any item that is either too heavy or too awkward to handle safely. Staff will decide when an object is too heavy/awkward to handle safely.

When this is the case the Headteacher will:

- arrange for assistance to be given if appropriate;
- provide appropriate lifting or carrying equipment where available;
- find alternatives where either of the options above is not viable;
- arrange staff training on a periodic basis.

Working At Height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the hall, window cleaning, putting up stage lighting etc.

Suitable access equipment is provided, e.g. 'kick step' type stools. Employees are instructed not to use chairs/desks/tables to gain access to items stored at height or to put up displays etc.

Employees are instructed to report damage/defects immediately to the caretaker or business manager.

Office Safety

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A display screen assessment is carried out to ensure that the school staff are not exposed to risks from repetitive strain injury or work related upper limb disorder. The staff are involved in the assessment.

There is adequate storage provided for files etc. Space on top of high cabinets, under the desks and open floor areas are not used for storage.

The office floor is kept free of delivery packages.

Lone Working

There are times when staff need to work alone in the evenings or at weekends. To keep safe staff should:

- ensure that they have informed somebody of their whereabouts;
- ensure they have access to a telephone;
- keep the environment well lit;
- ensure that the building remains secure and that all doors are locked;
- avoid working at height (over 10ft);
- avoid any manual handling that might present a risk;
- avoid any other obviously hazardous activity.

Staff should not visit a family home on their own unless this has been agreed in advance with the Headteacher. (See home visit Policy)

Expectant Mothers

When a member of staff has become pregnant the Headteacher is notified and an appropriate assessment carried out to ensure that the

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duties performed do not cause her, or her unborn child, any harm.

Smoking

The school has an obligation to its staff to provide a safe working environment, without risk to health. It accepts that passive smoking presents a risk to staff and therefore has a no smoking policy. The smoking ban includes the use of electronic cigarettes and applies to all employees, visitors and pupils whilst on school premises or in school vehicles and to the premises in and out of normal school hours.

This policy also applies to volunteers transporting staff or pupils on school business.

Consultation with employees

Health and safety is a standing item on the agenda of the resources meetings. Employees are encouraged to report any health, safety or welfare concerns to the Headteacher or to a nominated person.

Training

Health and safety information and/or training will be provided for all staff when they join the school and whenever they are exposed to new risks or changed work activities.

School Trips

See the school's Educational Visits Policy.

Transport and Road Safety

Staff who use their own cars must confirm that their insurance policy covers them for this purpose and the vehicle is fit for purpose (this insurance cover is not provided by the school).

Transport and drivers hired in are only from a reputable source.

The school will take appropriate measures to ensure the safety of pedestrians and vehicles accessing and leaving the school premises. Parents/carers are asked not to bring their vehicles into the school grounds but to park in the car park at the front of the school.

The school aims to develop a range of learning opportunities in the context of road safety, including curriculum input, road safety weeks and other road safety initiatives such as cycling proficiency.

The school encourages the wearing of high visibility products to help children to be seen by other road users, and the use of cycle helmets.

Lettings/Shared Use Of Premises

The Governors and Headteacher will ensure that:

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
- Hirers of the building are briefed about the location of fire escape routes, fire alarms

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and fire fighting equipment. Notices regarding emergency procedures are prominently displayed.

- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff.

The office will ensure that all relevant school health and safety information is shared with the hirer. The hirer will be required to provide a copy of their risk assessment where there activities compromise the safety or health of the occupants or buildings.

Security Arrangements

The caretaker is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorized access, so far as is reasonably practicable.

General Maintenance Arrangements

All equipment on site will be maintained in efficient working order to ensure that it is safe to use.

Fire Extinguisher/Fire Alarms

Fire extinguishers are subject to an annual check and are checked on a weekly basis by the caretaker to ensure that they are in position and that the pins are in place.

Fire alarms and emergency lights are serviced annually, and tested weekly by the caretaker.

PE and Playground Equipment

All PE and playground equipment is subject to regular visual inspection. If defects are noted the designated person will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

An independent service contractor checks the PE and playground equipment on an annual basis.

Electrical Safety

All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to use of equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment it is put out of use until it is checked, to ensure safe operation, or the defect is remedied.

Portable appliance/electrical equipment, including the personal property of staff on school premises, will be tested on an annual basis by a competent person.

An inventory of all electrical equipment is kept.

An accredited contractor inspects the electrical installation at 5 yearly intervals.

Repairs and Maintenance

Buildings, services, and plant will be inspected regularly by the caretaker. Staff should report any defects or problems that they notice promptly by entering them the caretakers book and informing the business manager if urgent.

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All gas boilers/appliances are inspected annually by a competent person, i.e. Gas Safe registered engineer. Gas supplies are capable of being isolated and 'locked off' when not in use.

The hot and cold water systems are inspected annually by a service contractor.

A tree condition survey is carried out on an annual basis.

Waste Management

The caretaker is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate recycling and waste bins are available around school, which are emptied daily.

External bins are secured away from school buildings to reduce the risk of damage by arson.

Monitoring and Review of Health and Safety Arrangements

All staff will carry out monitoring on a day to day basis and will report any defects to ensure immediate action is carried out when necessary.

The caretaker will monitor school grounds and premises daily.

Monitoring by governors will be via the Resources Committee and the Headteacher's Report. The yearly check will be used to prioritise need and to inform planning.

This policy will be reviewed bi-annually.