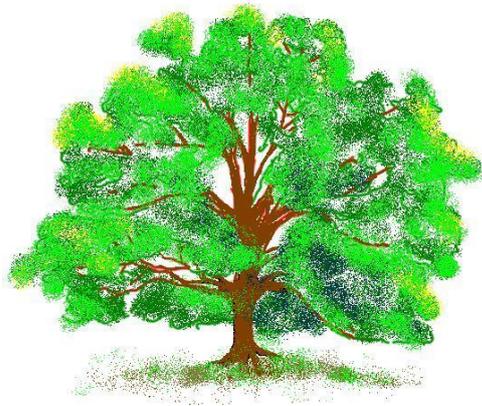




Burlish Park Primary School

Health & Safety Policy

Burlish Park Primary School



Health and Safety Policy

DATE: November 2017

REVIEW DATE: November 2019

SIGNED:..... (CHAIR OF GOVERNORS)

DATE:.....



Burlish Park Primary School

Health & Safety Policy

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HEALTH and SAFETY POLICY With ARRANGEMENTS

1. THE STATEMENT

1.1 General Requirements

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

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

Agreed/Ratified by:	Signature	Date
Chair of Governors		
Health and Safety Governor		
Head teacher		
Deputy Head teacher		

Next review date: November 2019

Clauses (d) and (f) allow for the duty of care towards pupils and other non employees, as mentioned in the previous section. This also includes the school's duty of care towards people hiring its premises, though it does not diminish their responsibility towards the school.



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1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

1.3 Staff Rights

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

1.4 The Role of the Local Authority

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

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

1.5 Local Management of Schools and Delegated Funding

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

1.6 Risk Assessment

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

the Management of Health and Safety at Work Regulations 1999 amended 2006, the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002).

1.7 Acknowledging Responsibility

A copy of the Statement is posted in the entrance hall.



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A copy of the statement is given to every employee (both teaching and non-teaching) by law, but in practice they should have full access to the whole policy. F Muckian has a record of the fact that staff have received the policy by a signature and date.

2. THE ORGANISATION

2.1

Local Authority	Worcestershire County Council
Burlish Park School Governors	Health and Safety Governor –
Headteacher	Mrs Kerry Postans
School Health and Safety Officer	Mrs Fyonna Muckian
Caretaker	Mr Carl Chatfield
First Aiders	Mrs Cathy Wright
	Mrs Joy Cooper
	Mrs Lisa-Marie Roberts
	Mrs Caroline Hines
	Mrs Denise Batsford
	Mrs Sally Bowen
	Mrs Andrea Cartwright
	Mrs Lynda Williams
	Mr Joe Lindley
	Mr Ash Roberts
	Mrs Maxine Loach
	Mrs Sharon Cook
Lunchtime First Aiders	Mrs Eloise Fletcher
	Miss Teresa Bower
	Mrs Samantha Hill

2.2 Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services (in Community or Controlled schools)

- a) *has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Burlish Park Primary School (under sections 2 and 3 of the Health and Safety at Work Act 1974).*
- b) *has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.*
- c) *has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.*



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2.3 Governors' Responsibilities

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

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

2.4 Head Teacher's Responsibilities

The Headteacher is responsible for:

- a) *The implementation of the school safety policy.*
- b) *Advising the Governing Body of the need to review the school safety policy.*
- c) *The day to day responsibility for health and safety in the school.*
- d) *Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.*
- e) *Ensuring that staff receives appropriate health and safety training.*



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- f) *Carrying out the six-monthly safety audit required by the LA.*
- g) *Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.*
- h) *Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.*
- i) *Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.*

(NB. Any major property problems should be notified to the school's allocated Property Services Liaison Officer in the first instance.)

- j) *Emergency procedures, including evacuation in case of fire or bomb threats.*
- k) *Ensuring that adequate provision is made for the administration of First Aid.*
- l) *Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.*
- m) *Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.*
- n) *Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.*

2.5 Subject Co-ordinators are responsible for:

- a) *all matters of health and safety in their faculty, department or subject area.*
- b) *bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.*
- c) *having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.*



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2.6 Other Teaching, Teaching Assistant and Technician Staff are responsible for:

- a) *ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science)*
- b) *reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty, Department or Subject Co-ordinator to the Headteacher (or School Safety Officer).*
- c) *co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).*

2.7 The Sites and Buildings Manager / Caretaker / Cleaner in Charge is responsible for:

- a) *Ensuring that he/she is familiar with and complies with the school safety policy.*
- b) *Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.*
- c) *Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).*
- d) *Ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.*
- e) *Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).*
- f) *Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction*

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- g) *Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).*
- h) *Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).*
- i) *Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).*



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- j) *The safe use and maintenance of all plant and equipment (eg. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers, swimming pool chemicals etc.).*

2.8 The First Aider / Appointed Person is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Handbook of Safety Information, p. 2.45).

2.9 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

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



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3. THE ARRANGEMENTS

- 3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal
- 3.2 Accident reporting, recording and investigation
- 3.3 Contractors (Management of)
- 3.4 Contractors (Management of Asbestos)
- 3.5 Contractors and visitors on site
- 3.7 Defect reporting procedures
- 3.8 Display screen equipment (DSE)
- 3.9 Electricity at work
- 3.10 Fire precautions and Emergency Plans
- 3.11 First aid and Medication
- 3.12 Health and Safety Advice
- 3.13 Information dissemination procedure
- 3.14 Kiln – N/A
- 3.15 Lettings/shared use of premises (Extended Services)
- 3.16 Lifting equipment
- 3.17 Lone Working and Personal Safety
- 3.18 Maintenance/Inspection of Equipment, include fume cupboards
- 3.19 Manual handling
- 3.21 Monitoring arrangements
- 3.22 Noise at Work
- 3.23 Offsite and Educational Visits
- 3.24 Outdoor play equipment
- 3.25 PE Equipment
- 3.26 Personal Protective Equipment (PPE)

- 3.28 Risk assessments



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- 3.29 Sports pitches / playing fields Smoking on site Sports pitches / playing fields
- 3.30 Sports pitches / playing fields
- 3.31 Staff Consultation / Trade Unions
- 3.33 Swimming lessons
- 3.34 Swimming pools/hydrotherapy pools
- 3.35 Training and Development Health and Safety Related
- 3.36 Vehicles on site
- 3.37 Violence to staff /School Security
- 3.38 Water Hygiene
- 3.39 Work experience pupils
- 3.40 Working at Height



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3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

- The Caretakers are responsible for arrangements to ensure premises are kept clean, to minimise accumulation of rubbish.
- Wet floors are clearly marked with a “wet floor sign” after cleaning to minimise risks of slips.
- Glass and other sharp objects are disposed of by the caretaker and are taken straight to bins.
- The caretaker is responsible for making the premises safe in snow shifting and icy conditions
- The caretaker is responsible for clearing leaves off pathways.
- External waste bins are the responsibility of the caretaker and are in a brick built building.
- Hazardous waste such as fluorescent tubes and computers are taken to a registered recycling company scheme or the tip.

3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to Mrs Cathy Wright who will record the information via the WCC County Council accident/incident reporting system

All minor accidents should be recorded in the schools own minor accident book. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

3.3 Contractors (Management of)

- The office staff should manage the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate.
- Contractors are selected by referring to Property Services Approved Jobbing book.
- *An induction meeting of contractors and school should take place to exchange information and agree safe working arrangements.*
- The office staff check method statements and risk assessments prior to commencement of work.
- Contractors should be segregated from pupils where possible.
- Day to day communication between school and contractors should take place through the office staff.



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3.4 Contractors (Management of Asbestos)

Burlish Park Primary School was built in 2015. There is no asbestos on site.

3.5 Contractors and Visitors on Site

Arrival on site

- All contractors and visitors must sign in the visitor book and show their ID badge to a member of office staff. If contractors are to be left unaccompanied on site they must show a current DBS check. This will be entered into the Single Central Record by Cathy Wright.
- Fire procedures are detailed on the back of the visitor badge. All other incidents must be reported, in the first instance, to a member of office staff. This may be referred onto the Headteacher or Caretakers.

3.6 Control of substances hazardous to health (COSHH) –including radiation

- The caretaker maintains the COSHH file.
- The COSHH file is kept in the caretaker's store cupboard.
- The caretaker purchases COSHH products. Purchasing is controlled by following the school's finance policy.
- All COSHH materials have got a safety data sheet.
- *Selected risk assessments are carried out for tasks using the most hazardous substances as per the WCC COSHH Policy.*
- The caretaker is responsible for safe storage of the COSHH products.
- All decanted substances are labelled.
- Burlish Park Primary will try and use less hazardous alternative substances are purchased and used wherever possible.

3.7 Defect reporting procedures

The arrangements for reporting defects on a day-to-day basis are set out in this section.

Staff report the defect to FMuckian who will liaise with the Caretaker or contractors to rectify the defect.

All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.

- A report is produced for governors at termly intervals. The report is discussed at governors' Premises and Health and Safety committee where recent defects should be identified and outstanding works discussed.



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3.8 Display screen equipment (DSE)

- All staff who use screens are classed as DSE “Users”.
- All staff are given an electronic copy of “Working with VDUs”.
- The ICT co-ordinator will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

3.9 Electricity at work

- All hardwired equipment checked at least every 5 years via Property Resources.
- The Headteacher is responsible for ensuring the hardwiring checks are carried out.
- Portable appliances are tested (PAT) including stage lighting by the caretaker every 12 months (if class one) with all other items tested every two years.
- If premises let out it is the responsibility of the hirer to check electrical equipment. The clerk to the governors should take copies of all checks.
- Donated equipment is tested before use.
- PAT registers are kept electronically.
- All defective items removed or repaired.

3.10 Fire Precautions and Emergency Plans

- The Headteacher is responsible for undertaking and reviewing the fire risk assessment, emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground.
- Please refer to the Critical Incident Plan for procedures for dealing with the worst foreseeable contingency.
- There are termly fire drills which are recorded by the School Business Manager.
- The Health and Safety team are responsible for inspection and maintenance of fire exits/escape routes?
- The office staff are responsible for checking and updating the Fire Evacuation Notices.
- Chubb are responsible for regular inspections and maintenance of fire extinguishers. They are inspected by Chubb.
- Class teachers take their own register. All visitors and lunchtime supervisors should report to office staff.
- The caretaker is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) Records are kept in the fire book in the fire box.
- The caretaker does six monthly inspections and maintenance of the systems.

3.11 First Aid and Medication

First Aid



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- First Aider details can be found in the Main Office and in the BMA room.
- QA Level 3 First Aid at work qualification is held by Cathy Wright and first aid trained classroom assistants. Lunchtime first aiders have completed a one-day First Aid at work course. refresher training is undertaken every three years or as required.
- Members of staff are responsible for checking their own refresher training.
- There is a first aid kit kept in the main office and also in the BMA room.
- Mrs Wright is responsible for checking and restocking the first aid kits.
- A member of the office staff summons ambulance and a member of staff accompanies children to hospital (if parent or legal guardian is not available).

Medication

- All first aiders can administer medicine.
- Epi-pen training is available to all staff periodically.
- Medication is kept in the BMA room. Medication that needs to be kept in locked storage is kept in a locked cabinet in the main office.
- All medication given should be documented.
- Two members of staff should sign to say they have given dose.
- A full administration of medicine policy is available on the school website or from the school office.

3.12 Health and Safety Advice

- Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement

3.13 Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

Employees

- Staff are informed about all of the existing information held on the site through staff share, classroom display information and through induction.
- Staff need to sign to state they have received, read and understood the information.

Pupils

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

- This is done through lessons and assemblies.



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Visitors / contractors

- Office staff shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit.
- The information be disseminated verbally or if long-term work is going ahead, signs will be displayed.

Governors

- Governors have termly premises and health and safety meetings. The governor with responsibility for health and safety will produce a termly report to governors.

3.15 Lettings/Shared use of premises/Extended Services

- The Governors are responsible for health and safety arrangements.
- A written lettings agreement, signed by the hirer and the school is in place. The School Business Manager to hold a copy.
- Restrictions on use of equipment are detailed in the hirer's personal licence.
- Staffing requirements should be presented to the School Business Manager.
- First aid provision should be presented to the School Business Manager.
- Hirers are given a copy of the school's fire and emergency arrangements and should follow these.
- Hirer's should follow the school's standard operating procedures.
- The Headteacher is responsible for agreeing to and overseeing school fetes and other fund raising events.
- Emergency lighting is in the school.
- The event organiser is responsible for applying for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003. The School Business Manager should have a copy of this.
- Risk assessments should be completed by the hirer. A copy should be given to the clerk to the governors.
- The caretaker or a relief caretaker will be in charge of opening and closing the school.
- Lettings should hold their own Insurance cover.

3.16 Lifting equipment (including lifts and hoists)

- There is a lift that goes between the two floors.
- The equipment will be serviced / tested every two years.

3.17 Lone working and Personal Safety

- Burlish Park Primary School follow WCC Guidance for All: Lone working.



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3.18 Maintenance/Inspection of equipment

- PE equipment is checked by Sport's Fix yearly.
- Fire equipment is checked by Fire Safe every year.
- *Records are kept by the School Caretaker.*

3.19 Manual handling

- Staff will carry out their own risk assessment and should any training if needed.

3.20 Minibuses

- Burlish Park Primary follow the Local Authority Minibus Guidelines
- J Lindley, H Lindley, A Roberts, S Bowen, S Shore, D Batsford and L Williams can drive the bus.
- The drivers require County training every three years.
- They must have a licence to drive a minibus.
- Drivers follow the following emergency procedure should the bus break down or if there is an accident. Stop if safe to do so. If staff are in a dangerous position they should get the children out safely. A reflective jacket should be worn by the driver who should ring the school office and ring for assistance.
- There is a first aid and fire extinguisher provision on both minibuses.
- The buses will be serviced / MOT each year.
- Driver pre visual checks and procedure records are kept on a clip board in the front of the minibus
- The driver is responsible for undertaking checks on the minibuses.
- If EYFS or KS1 are travelling then an adult will sit in back with children.
- If there is only one adult on the minibus, drivers will travel in convoy.
- Do not block emergency exits and exits are unlocked.

3.21 Monitoring Arrangements

- Governors, Site Managers and Management Team will monitor the health and safety on site once a term. It is the Health and Safety governor's responsibility to produce a report for governors.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

The governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents / incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and



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- reviews of any procedures carried out by the Head Teacher /Site Manager

To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.23 Offsite and Educational Visits

- The school's trained Educational Visits Co-ordinator (EVC) are Joseph Lindley and Rebecca Fairbrother.
- There is a Service level agreement with B&S Educational Visit Services.
- JL monitors all Educational Visits.
- The Head teacher will sanction all visit once EVC Visit leader and EVC have completed the necessary arrangements and checks.
- There is a requirement when planning school trips for pre-site visits where necessary.
- The designated visit leader will carry out risk assessments.
- Risk assessments are recorded before an activity and send to Joseph Lindley.
- Who to obtain approval from, When to notify Local Authority? – through B and S – With a hazardous residential or adventurous visit, the local authority will be informed through B&S Educational Visit Services.
- Kerry Postans, Joseph Lindley, Rebecca Fairbrother and Matt Thwaites are all emergency contact trained. A crib card carried by staff when leaving building. First aid provision always prepared.
- There is always a 'plan B' if the activity cannot be carried out.
- WCC provide Adequate Insurance to the value of £5M relevant figure.

3.24 Outdoor Play Equipment

The School has a traversing wall and and Early Years Outdoor Learning Area. Outdoor play equipment will be put into the Key Stage 1 area in December 2017. F Muckian is trained in outdoor play safety inspections (daily and quarterly). Outdoor play equipment is inspected daily and half termly.

3.25 PE equipment

- PE equipment is inspected annually by Sport's Fix.
- Annual risk assessments are carried out by Joe Lindley.
- Adults that set out the PE equipment have received in-house training.
- The Association for Physical Education (afPE) guidance on safe use of the equipment is followed/adopted published 2012.
- The School PE Policy can be found as part of the Personal, Social and Emotional Well-Being Policy.

3.26 Personal Protective Equipment



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- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The member of the staff responsible for the activity will select the equipment
- The Science co-ordinator is responsible for the arrangements for periodic checking and maintenance of the equipment.
- The Science co-ordinator will ensure proper use and supervision.

3.28 Risk Assessments

- There is a need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The Headteacher is responsible for ensuring risk assessments are undertaken.
- We follow WCC Policy & Risk Assessment Guidance. Arrangements for New and Expectant Mothers.
- Class teachers carry out the risk assessments and the risk assessor to sign and date it as well as the responsible person – these are stored on staff share and in a file.
- Class risk assessments are completed when staff move classrooms or there is a noticeable change.
- Staff to sign and date they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit should be risk assessed.(See 3.23)

3.29 Smoking

- The site is a 'NO SMOKING SITE'.
- Signage is displayed on all main external doors used by the public/staff.

3.30 Sports pitches / playing fields

- Burlish Park Primary School playing fields are maintained under contract. Joe Lindley is responsible for liaising with the contractor to let them know any changes in the contracted work.
- The teacher or coach who are using the area will carry out daily visual inspections.
- Gates preventing entry to the area are locked to prevent animals fouling.

3.31 Staff Consultation / Trade Unions

- The governors hold a health & safety committee meeting termly Terms of reference can be found with clerk to the governors.
- If staff have health and safety concerns they should refer to the Health and Safety representative, F Muckian.
- Where unions have a school representative, the Governors, the Head Teacher and the Health and safety school representative will be responsible for informing and consulting with those reps about any health and safety issues including:



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- Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
 - Appointment of competent persons on site who will to comply with health and safety requirements
 - Risks to employees health and safety and preventative measures
 - Planning and organising of health and safety training
 - Introduction of new technology and health and safety consequences
- There is a health and safety law poster in the staff room and in the multipurpose room.

3.32 Stress and Staff Wellbeing

- Burlish Park promotes a supportive working atmosphere. We have our own pastoral care team.
- Mangement will help staff on an individual basis.
- SLT can refer individuals to the Occupation Health Service.
- Expectant mothers are encouraged to report as soon as possible. This will remain confidential until the individual wishes.
- General staff facilities include a well equipped staff room with a fully fitted kitchen and toilets.

3.33 Swimming lessons (Public Pool)

- Swimming lessons take place at Wyre Forest Leisure Centre.
- All lessons are supervised by two lifeguards and a minimum of three swimming teachers.
- A trained PE teacher oversees the lessons and provides in-house training.
- Life saving equipment is provided and the responsibility of Wyre Forest Leisure Centre.
- Normal operating and emergency operating procedures are in place.
- There is a separate risk assessment for swimming.

3.34 Training and Development related to Health and Safety

- The School Business Manager is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)
- The School Business Manager is responsible for new staff inductions and briefings.
- A database is kept of staff training.



Burlish Park Primary School

Health & Safety Policy

3.36 Vehicles on Site/car park arrangements

- The school car park is for staff and deliveries only. All drivers are asked to park and drive carefully on the school site.
- There are no special arrangements for deliveries.
- Reversing vehicles are to remain vigilant. School minibuses are watched by a member of staff when reversing.

3.37 Violence to Staff / School Security

- Site security is controlled by key fob entry on all external doors. There is also a high perimeter fence.
- All staff should report all incidents of verbal & physical violence to the Headteacher.
- Risk assessments are carried out for hazardous circumstances.
- It remains the right of the Headteacher to ban adults from the school premises.

3.38 Water Hygiene

Refer to the WCC Legionnaires and Water Hygiene Policy

- The water hygiene log book kept in the caretaker's office/boiler cupboard.
- The caretaker is responsible for carrying out water hygiene sampling once a week.

3.39 Work experience pupils

- An induction is carried out by K Jones/F Muckian.
- Work experience placements are mentored by the class teacher they are placed with.

3.40 Working at Height

- The highest ladders that are provided in school are three tier. Ceiling lights guaranteed to last 15 years which will minimize the need to work at height.
- The health and safety officer will carry out risk assessments and will ensure staff are aware of these.
- Pupils should not work at height.
- When using contractors, their risk assessments are seen by the office staff.

Responsible Person	Print Name	Signature	Date
Chair of Governors			
Head Teacher			

Review Date November 2019