

# Burlish Park Primary School



## Health and Safety Policy

DATE: October 2019

REVIEW DATE: November 2022

*Covid-19 additions to policy added May 2020 – in red and italic*

## **School Health and Safety Policy Statement**

The School Improvement Board (SIB) and Headteacher recognise their responsibility to provide a safe and healthy environment for teaching and non teaching staff, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self regulation the SIB and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the SIB and Headteacher, within the ethos of self-regulation, undertake so far as is reasonably practicable to:-

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary.
- bring to the attention of all regular and temporary employees, pupils, visitors, contractors, at the school premises their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, training and supervision as is necessary;
- identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger.

In addition to assist in the proper implementation of this policy the SIB and Headteacher will;

- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

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

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. 'Every' records that staff has read and understood the policy.

## 2. THE ORGANISATION

Trust	The Rivers CofE Academy Trust
Headteacher	Kerry Postans
School Health and Safety Officer	Fyonna Muckian
Caretaker	Carl Chatfield
First Aiders	Cathy Wright Mel Gould Tracey Austin Tracey Girling Sally Bowen Andrea Cartwright Caroline Hines Lynda Williams Joe Lindley Ash Roberts Maxine Loach Danielle Cooper Sharon Cook Sharon Shore Stacey Purnell Teresa Bower

### **Health and Safety and Welfare Advice & Training**

Worcestershire Council's Health & Safety Manager – Clive Werrett CWerrett@worcestershire.gov.uk

### **Fire Control/Emergency Evacuation**

Nominated Premise Fire/Emergency Co-ordinator – Fyonna Muckian

Fire Wardens – Fyonna Muckian, Carl Chatfield, Lynda Williams

### **Reporting and Recording of Accidents etc**

Persons nominated for the documentation of accidents, diseases, dangerous occurrences, and incidents of violence – Cathy Wright

### **Health and safety (First-aid) regulations 1981**

First Aiders

### **Educational Visits Co-ordinator (EVC)**

Joseph Lindley

Deputy – Rebecca Fairbrother

### **Portable Electrical Appliance Testing**

Carl Chatfield

### **Control of Substances Hazardous to Health Assessment Co-ordinator**

Carl Chatfield

## **2.1 The Trust**

For academy schools the Trust is the employer and has the statutory duty for the safety of employees, pupils and others affected by school activities. The H&S duties for the Trust in respect of these schools are –

- Ensure compliance with health and safety legislation – monitor and initiate action if necessary;
- Ensure an active and proportionate approach to managing health, safety and welfare risks to the school workforce and pupils;
- Ensure that procedures are in place to effectively manage H&S;
- Support the Headteacher to develop a school health and safety policy and provide procedures, standards and guidance;
- Provide health and safety training and information to the school workforce, including School Improvement Board Members with H&S responsibilities, so that they understand their responsibilities;
- Ensure that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel;
- Ensure that those delegated health and safety tasks, e.g. risk assessment, are competent to carry them out;
- Work with the Headteacher to support and strengthen H&S leadership; and,
- Ensure competent H&S advice is available when required.

## **2.2 School Improvement Board**

School Improvement Boards have a responsibility to support the Headteacher to ensure that the school has effective H&S arrangements in place to meet statutory requirements, Trust and national guidance. The School Improvement Board should:

- Support the Headteacher by reviewing the school safety policy;
- Include H&S as a regular item for meetings of the School Improvement Board;
- Consider the nomination of a named School Improvement Board Member to oversee H&S within the school; and
- Provide challenge and hold the Headteacher and senior managers to account for H&S performance.

## **2.3 Headteachers**

The Headteacher has considerable autonomy in the day to day running of the school and needs to ensure H&S risks are appropriately managed. The Headteacher will:

- Put into place an effective system for managing and monitoring H&S risks;
- Ensure staff, pupils and visitors are aware of the precautions and protective measures required for managing H&S risks;
- Ensure that where H&S has been delegated, that staff have the authority, capacity, competency, resources and training to take on these responsibilities and that clear lines of accountability are established and communicated;
- Ensure that all employees (including themselves) have H&S information and training relevant to their role and the risks in the school;
- Considering nominating a person to act as the focal point for H&S within the school; and,
- Put into place effective systems for communicating and consulting about H&S to staff and employee / union H&S representatives.

## **2.4 Business Manager**

The Business Manager is the nominated lead for H&S and as such will have the day to day responsibility for H&S within the school and be required to implement the Headteachers' responsibilities as detailed above. The whole school responsibilities may also include:

- That H&S is included in the procurement of goods and services;
- The selection of contractors and their management whilst on site;
- The recording / reporting of accidents and incidents;
- Organising H&S training for school staff and School Improvement Board Members; and, Preparing H&S reports for the Headteacher and School Improvement Board.

## **2.5 Teachers and Support Staff**

All of a school's workforce have a role in the management of H&S risks. All staff will:

- Take reasonable care of their own H&S and that of others affected by their work;
- Cooperate with the school to keep the workplace safe;
- Not interfere with, or misuse anything provide for H&S;
- Carry out activities and use equipment in accordance with training and instructions; and,
- Inform the school (or Trust) of any serious risks.

### **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 and visitors on site
- 3.5 COSHH
- 3.6 Defect reporting procedures
- 3.7 Display screen equipment (DSE)
- 3.8 Electricity at work
- 3.9 Fire precautions and Emergency Plans
- 3.10 First aid and Medication
- 3.11 Health and Safety Advice
- 3.12 Information dissemination procedure
- 3.13 Lettings/shared use of premises (Extended Services)
- 3.14 Lifting equipment
- 3.15 Lone Working and Personal Safety
- 3.16 Maintenance/Inspection of Equipment, include fume cupboards
- 3.17 Manual handling
- 3.18 Monitoring arrangements
- 3.19 Noise at Work
- 3.20 Offsite and Educational Visits
- 3.21 Outdoor play equipment
- 3.22 PE Equipment
- 3.23 Personal Protective Equipment (PPE)
- 3.24 Risk assessments
- 3.25 Sports pitches / playing fields Smoking on site Sports pitches / playing fields
- 3.26 Sports pitches / playing fields

- 3.27 Staff Consultation / Trade Unions
- 3.28 Swimming lessons
- 3.29 Swimming pools
- 3.30 Training and Development Health and Safety Related
- 3.31 Vehicles on site
- 3.32 Violence to staff /School Security
- 3.33 Water Hygiene
- 3.34 Work experience pupils
- 3.35 Working at Height

### **3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal**

The Caretaker is 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.
- Making the premises safe in snow shifting and icy conditions
- Clearing leaves off pathways.
- External waste bins are the responsibility of the caretaker and are in a brick built building.

*All school staff are responsible for:*

- *Additional cleaning of all areas throughout the day. The caretaker is still responsible for mixing any chemicals and the School Business Manager is responsible for COSHH.*

### **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.

*Any suspected or confirmed cases of Covid-19 will be reported on RIDDOR and to the MAT who will notify Public Bodies.*

### **3.3 Contractors (Management of)**

The Business Manager should manage the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate.

The Business Manager will be the primary contact for contractors and will check all insurances and risk assessments before work commences.

*The School Business Manager is responsible for assuring that all contractors work with school on Covid-19 guidance.*

### **3.4 Contractors and Visitors on Site**

Arrival on site

- All contractors and visitors must sign in using the digital system. 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 or the School Business Manager. This may be referred onto the Headteacher or Caretakers.

### **3.5 Control of substances hazardous to health (COSHH)**

- The caretaker maintains the COSHH file.
- The COSHH file is kept in the caretaker's store cupboard.
- The caretaker purchases COSHH products.
- 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.

### **3.6 Defect reporting procedures**

'Every' is used for reporting defects. The Caretaker monitors the online log book.

All defective items are taken out of use immediately.

A report is produced for the SIB at termly intervals.

### **3.7 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 Business Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

### **3.8 Electricity at work**

- All hardwired equipment checked at least every 5 years through Fixed Wire Testing.
- The Headteacher is responsible for ensuring the hardwiring checks are carried out.
- Portable appliances are tested (PAT) including stage lighting by the caretaker every 1-3 years.
- When hiring out the premises it is the responsibility of the hirer to check electrical equipment.
- Donated equipment is tested before use.
- PAT registers are kept manually.
- All defective items are removed or repaired.

### **3.9 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 School Business Manager is 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.
- 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 Fire Safety has been updated to reflect Covid-19.*

### **3.10 First Aid and Medication**

#### **First Aid**

- 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).

### *Covid-19*

*There is PPE available for all carrying out first aid.*

*An isolation room is available for anyone with suspected/confirmed case of Covid-19.*

*[DFE guidance can be found by following this link.](#)*

## **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.

### **3.11 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 'Every', display information and through induction.

Documents should be read and confirmation made through 'Every'.

## **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.

## **Visitors / contractors**

The Business Manager 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.

## **SIB**

Health and Safety is a standing agenda item in SIB meetings. The School Business Manager will produce a termly report to governors.

### **3.14 Lettings/Shared use of premises/Extended Services**

The School is 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.
- Hirers 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.

#### *Covid 19*

*We will follow government guidance on whether letting should be allowed.*

### **3.15 Lifting equipment (including lifts and hoists)**

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

### **3.16 Lone working and Personal Safety**

Burlish Park Primary School has a separate procedure for lone working.

### **3.17 Maintenance/Inspection of equipment**

- PE equipment is checked by Sportsafe yearly.
- Fire equipment is checked by Chubb every year.
- Records are kept by the School Business Manager.

### **3.18 Manual handling**

- Staff will carry out their own risk assessments. Training is available on 'Every'.

### **3.19 Minibuses**

- Section 19 permits on show in the front window of the minibuses.
- Burlish Park Primary follow the Local Authority Minibus Guidelines
- J Lindley, H Lindley, A Roberts, S Bowen and S Shore can drive the bus.

- The drivers require County training every three years.
- If the driver does not have D1 on their licence they must have the appropriate training and pass the PCV licence test
- 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 have a 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, where possible..
- Do not block emergency exits and exits are unlocked.

### *Covid 19*

*Use of the minibus is not permitted.*

### **3.20 Monitoring Arrangements**

Site Managers and Management Team will monitor the health and safety on site once a term.

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

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

To help this process, the SIB 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.

### **3.20 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.
- Joe Lindley monitors all Educational Visits.
- The Head teacher will sanction all visits once EVC Visit leader and EVC have completed the necessary arrangements and checks.

- If it is a hazardous, residential, adventure or over 50 miles and F2 form will be sent to B&S who will record it.
- 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.
- Kery Postans, Joseph Lindley and Fyonna Muckian are MOVE trained, to deal with emergencies.
- 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.
- RPA insure Burlish Park Primary for offsite visits.

### *Covid 19*

*Offsite visits will not take place while there are government restrictions.*

### **3.24 Outdoor Play Equipment**

F Muckian is trained in outdoor play safety inspections. Outdoor play equipment is inspected daily and half termly. Yearly checks are carried out by a qualified company.

### **3.25 PE equipment**

- PE equipment is inspected annually by Sport Safe.
- 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**

- 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

### **3.27 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 3.20)

### **3.28 Smoking**

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

### **3.29 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.

### **3.30 Staff Consultation / Trade Unions**

- The SIB have a regular Health and Safety agenda item.
- If staff have health and safety concerns they should refer to the Health and Safety representative, F Muckian.
- There is a health and safety law poster in the staff room and in the multipurpose room.

### **3.31 Stress and Staff Wellbeing**

- Burlish Park promotes a supportive working atmosphere. We have our own pastoral care team.
- Management 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.

### **3.32 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.

#### *Covid 19*

*Swimming will not take place while there are government restrictions*

### **3.33 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.

### **3.34 Vehicles on Site/car park arrangements**

- The school site is gated and vehicle entry is controlled by authorised fob passes and the office staff.
- 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.

### **3.34 Violence to Staff / School Security**

- Site security is controlled by key fob entry. 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**

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

### **3.39 Work experience pupils**

- An induction is carried out by F Muckian.
- Work experience placements are mentored by the class teacher and Deputy Headteacher.

### **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.
- The caretaker is trained on working at height.
- Ladders are inspected yearly by Zurich.