

# BURROUGH GREEN CHURCH OF ENGLAND PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY 2016

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of Health and Safety policy which have been written by Cambridgeshire County Council and by the LA (Local Authority). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of such policies at Burrough Green Church of England Primary School.

### General Intent

It is the policy of the Governing Body, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident;
8. provide and maintain adequate welfare facilities and to make recommendations to the LA as appropriate.

### Responsibilities

The Governors and Headteacher are responsible for establishing, monitoring and maintaining this policy within the school, however the day-to-day implementation of the policy rests with the Headteacher and any appropriate delegated member of staff, as identified according to LA policy. In addition, a subset of Governors has been identified to form a Health and Wellbeing Committee to discuss such matters on a regular basis and their recommendations will be discussed at Full Governor meetings.

#### • The Governors and Head Teacher will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare a Critical Incident Plan incorporating an emergency evacuation and 'invacuation' procedure;
3. identify appropriate updates and reminders to all staff employed at the school of the current school safety policies and procedures, and of any relevant safety guidelines and information issued by the LA, and to ensure this is part of the induction process of any new staff. Other users of the school such as parents of pupils and visitors will be appropriately informed (see also Headteacher's responsibilities below);
4. make arrangements for the implementation of the LA's accident reporting procedure and draw this to the attention of all staff at the school as necessary;

5. ensure that regular safety inspections are undertaken (A Health & Safety team will inspect all school premises and property twice a year, see below responsibilities of sub-committee);
  6. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
  7. report to our property management service 'Strictly Education' any defect in the state of repair of the buildings or school grounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed;
  8. deal with all aspects of maintenance which are under their control. Report to the LA and seek financial support for any other situation identified as being unsafe or hazardous and which cannot be remedied within the current financial resources available to them;
  9. ensure a planned programme of maintenance work is carried out on all plant and equipment;
  10. monitor, within the limits of their expertise, the activities of contractors (in liaison with our property management service, hirers and other organisations present on site, as far as is reasonably practicable, and in accordance with our Safeguarding and Child Protection Policy;
  11. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of Health and Safety at the school. Such delegated responsibility must be defined as appropriate.
  12. act on any advice given to them by their appointed property management service.
- The Headteacher will:
    1. assume responsibility for the day-to-day implementation and monitoring of the policy, such as compliance with safe working practices;
    2. work in collaboration with staff and the recognised appointed safety representative(s) to ensure compliance, and identify training of individuals as necessary;
    3. carry out necessary notification and provide up-to-date information to staff, pupils, parents and visitors as required, as identified by both Headteacher and Governing body (see above);
    4. discuss any health and safety related concerns with the Governing body as appropriate;
    5. arrange for periodic practice evacuation and 'invacuation' drills (normally once a term) to take place and for the results of these to be recorded;
    6. ensure that staff with control of resources (both financial and other) give due regard to safety;
    7. on identification of a potential risk, ensure that working practice has stopped until due consideration by Headteacher and Governors has taken place;
    8. ensure risk assessments for educational visits are carried out and signed off by the Educational Visits Coordinator.

The Health and Wellbeing sub –committee of the Governing body will:

1. meet at least once a term and discuss issues affecting staff, pupils or visitors.  
The committee will review, in a timely fashion, anything considered to have an impact on health and safety at the school and may include:
  - General fire safety, emergency evacuation and 'invacuation' procedures, fire precautions;
  - First aid provision, including the number and location of first aid facilities and trained first aid personnel;
  - Administration of medicines and medical information;
  - Accident reporting procedure;
  - Safety Inspections and Audits;
  - Safety Training;
  - Waste disposal provision;

- Maintenance, both planned and that required by statutory regulations (electricity at work, portable electrical appliance testing, PE equipment and the control of substances hazardous to health (COSHH));
  - Playground safety, supervision and rules;
  - Risk assessments;
  - Role of school custodian;
  - Whole School Food policy.
2. implement inspections of the premises and property twice a year to identify any areas of concern regarding the school environment and risks to health or safety;
  3. report to the Full Governing body at least once a term, and identify with the full body and Headteacher anything that needs more urgent attention;
  4. take on delegated responsibilities from the Full Governing body, and report back for sanction by the full body, as appropriate.
- All employees will:
    1. have day to day responsibility for ensuring that safe methods of work exist, are implemented, applied effectively and understanding conveyed to pupils, also parents and visitors (where appropriate);
    2. exercise effective supervision over all those for whom they are responsible, including pupils;
    3. draw any potential risks or deficiencies they identify to the attention of the Headteacher and/or Governing body, and take any reasonable action to minimise risk.
  - All employees have responsibilities under the Health and Safety at Work Act (1974) to
    - take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
    - co-operate with the LA and others in meeting statutory requirements;
    - not interfere with or misuse anything provided in the interests of health, safety and welfare;
    - make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
    - ensure that tools and equipment are in good condition and report any defects to the Headteacher;
    - use protective clothing and safety equipment provided and ensure that these are kept in good condition;
    - ensure that offices, general accommodation and vehicles are kept tidy;
    - ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher, and the appropriate forms completed (these are available from the office).
  - All volunteer helpers, contractors and regular visitors will be required, as is reasonably possible, to accept the standards taken on by employees, and to follow the responsibilities identified in the Health and Safety at Work Act (1974) and should be referred to Burrough Green C.E. School's policy if it is reasonable to do so. The 'Hazard File' will be made available to contractors and volunteer helpers will receive an induction covering the main points of this policy. Contractors should report any concerns, in the first instance, to their employers. See also, specific section below on management of Contractors. All visitors to the school site must sign in at the office, wear an identifying school 'visitor' badge, and then sign out as they leave.

- Pupils will be expected to
  1. exercise personal responsibility for the safety of themselves and their fellow pupils;
  2. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
  3. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.
  
- Playgroup are responsible to Social Services Under 8's advisor and the Headteacher. Please refer to Playgroup Health and Safety Policy for further information.

All relevant documents, including the full H&S guidelines from the LA/Cambridge County Council, are provided in the school office (see list below) and are available on request. The Accident book, in which all accidents and incidents must be reported, is located in the Staffroom.

### **Educational Visits**

Please see our Educational Visits Policy (see website).

### **Fire Safety**

For detailed emergency evacuation procedure and fire policy please refer to Fire Log Book located in School office. In brief the emergency evacuation procedure is as follows:

- Raise the alarm.
  
- Assemble children  
Leave by the safest exit  
Assemble on the Green
- Appointed Persons to  
Check all areas  
Collect mobile phone and Critical Incident Plan  
Exit the building
  
- Dial 999 and stay on the line until told to hang up.
  
- The school postcode is CB8 9NH  
Do not return to the building for personal belongings, or until told it is safe to do so.

### **School Transport**

The school bus, provided by the LA, is supervised by a person employed by the bus company. Health and safety on board the bus is the responsibility of the bus company and not the school. Appropriate behaviour is expected by pupils using the service by following the Cambridgeshire County Council Travel Code of Conduct (see website), and they will be expected to follow the instructions of the supervisor in the event of an incident. All incidents to be reported to the Headteacher.

### **Access to School Premises**

Please refer to the Travel Plan (website) and the Supervision Map (website) for details of safe and allowable ingress and egress.

## **Contractors**

Contractors are subject to the provisions of our 'Unregulated Activity' Risk-Benefit Assessment.

## **Students working on site**

Students on work experience come from a variety of educational establishments. The Head is responsible for the induction and welfare of the students on site.

Occasionally students undergo Initial Teacher Training work in partnership with Homerton College.

All students will be fully informed of Health and Safety measures. This is the responsibility of the Head Teacher or an appropriate delegated staff member.

## **Swimming Pool**

Please refer to the Pool Operating Procedures for the use of school pool.

## **Curriculum Safety**

Children are trained in the safe and sensible use of all tools used in technology activities. The tools for this curriculum subject are stored safely. The responsibility for maintaining these rests with the co-ordinator of this curriculum area. This person is also responsible for providing necessary instruction on use, identifying if repairs or replacements are required and returning to safe storage containers on completion of lesson.

Children are taught appropriate hygiene measures when undertaking food technology. All cooking is done under the supervision of a responsible adult. The Design and Technology Coordinator has been trained in Food Hygiene and advises on food preparation in the curriculum.

Children are taught the safe and sensible use of apparatus in PE. Generic risk assessments for safe conduct during PE lessons are displayed in the hall.

## **School Kitchen**

This is the responsibility of the cook, who in turn is responsible to Cambridge Catering and Cleaning Service. No children are allowed in the school kitchen.

## **Lettings**

Please refer to Lettings Policy. School will expect those to whom school premises are let to complete their own risk assessment, and to take precautions that comply with the Health and Safety at Work Act (1974) where appropriate.

**Additional documents for reference all located in School Office:**

Fire Log Book  
Health and Safety Management in Schools  
Emergency and Evacuation Procedures  
'Invacuation' Procedures  
Critical Incident Plan  
Home school Agreement  
Positive Behaviour Policy  
COSHH records  
Travel Plan  
Pool Plant Operating Procedures and the Code of Conduct for Swimming  
Fire Risk Assessment (Cambs County Council) 2011  
Risk Assessment and Risk Management Record for Site Security  
Risk-Benefit Assessments for: Unregulated Activity; New/Expectant Mothers; Manual Handling; Display  
Screen Equipment; Driving for Work; May Day; Playground; Working at Height.  
Walking Bus Operating Procedure  
Legionella Risk Assessment and Response

HWB Committee  
Reviewed October 2016  
Ratified by HWB committee: 18.11.16  
First Aid checklist added April 2016  
Next review due October 2018

## **Appendix One**

### Governor Monitoring of First Aid Provision

Annually, as part of their monitoring of Key Performance Indicators, the Health and Well-Being Committee will monitor provision of First Aid at school. To ensure we are meeting statutory requirements and providing a safe environment for staff, pupils and visitors the following standards will be confirmed. This document supports our Health and Safety Policy.

#### Training:

- There are 2 First Aiders at Work
- The EYFS teacher has a current Paediatric First Aid Certificate
- A minimum of 4 additional staff members have a current Emergency First Aid Certificate, one of whom is the Midday Coordinator
- All staff have received the annual epipen and allergy (asthma) refresher training
- All teachers and volunteers running swimming sessions have received the annual basic first aid and resuscitation training

#### Resources:

- All medical supplies are in date and first aid kits are fully stocked
- The medical room is kept clean and in good order
- Allergy and asthma flowcharts are displayed clearly in the medical room

#### Risk assessments:

- These are carried out regularly to identify and remove, or reduce the risk of, hazards
- A person with first aid training will accompany all educational visits

#### Record keeping:

- The accident book is up to date and information has been shared with parents
- Records of staff accidents are complete and have been reported to the LA
- A list of all pupils with known conditions is updated at least annually

#### Use of medicines and support for pupils with long-term conditions:

- This is covered under the 'Policy for Supporting Pupils with Medical Conditions in School'

## **Appendix Two**

The Management of Health and Safety at Work Regulations 1992 impose a specific duty upon employers to carry out a suitable and sufficient assessment of all risks to the Health and Safety of employees and others arising at or from the work activity. Other regulations also contain requirements for the assessment of specific risks. These regulations are:

1. Health and Safety Display Screen Equipment (DSE) Regulations 1992
2. Personal Protective Equipment (PPE) at Work Regulations 1992
3. Manual Handling Operation Regulations 1992
4. Control of Asbestos of Work Regulations 1987
5. Control of Substances Hazardous to Health Regulations 1988