All Saints' CE Primary School

Health & Safety Policy

Approved: July 2019

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All Saints' CE Primary School, Health & Safety Policy

Introduction

The "Health and Safety at Work Act 1974" (HSWA) and subsequent regulations place legal duties upon employers, their employees, and the self-employed, in respect of measures to safeguard everyone involved in, or affected by, work activities. The Management of Health and Safety at Work Regulations in 1992, revised in 1999, requires all employers to "manage" issues of health and safety. The Regulations require organisations to have an up to date safety policy and risk assessments.

The All Saints' School Health and Safety Policy takes account of the procedures and guide-lines which have been developed within the school in response to the Regulations. The Policy articulates the arrangements for implementing health and safety within the school. It shows the procedures to be followed which ensure the health and safety of all members of the school community. It should be read in conjunction with other, related policies of the school

Responsibility for the production, development and updating of the Policy lies with the Governors and Headteacher but day to day responsibility for the updating, amendment, monitoring and evaluation of particular aspects of the Policy may be delegated.

All employees and contractors are required to be familiar with the Policy, to understand it and to act in accordance with its requirements. All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is published by the Governing Body and Headteacher and its requirements are binding upon all employees.

Statement

1. The Head Teacher of All Saints' Primary School fully accepts his/her responsibilities under the "Health and Safety at Work Act 1974" to provide the resources to ensure the health, safety and welfare of both staff, pupils and other members of the school community.
2. The school is committed to identifying, eliminating or controlling any hazards encountered in the school building or on the school site.
3. The Governing Body, Head Teacher or other colleagues with delegated authority, will monitor the Safety Policy and revise it as necessary.
4. The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school.
5. This policy statement, together with the Safety Policy and related procedures, will be communicated to all members of staff through regular training induction training for new staff. A copy of the policy is included in the staff handbook which is issued to every member of staff.
6. The school aims to comply with legislative requirements as a minimum standard. Our objective is to achieve the highest possible standard of health and safety for all members of the school community and our visitors.

ALLOCATION OF DUTIES

The Governing Body

It is the responsibility of the governing body, so far as reasonably practicable to:

- establish and maintain a safe environment throughout the school
- 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 and storage of articles and substances
- maintain all areas under the control of the governors and head teacher in a condition that is safe and without risk to health
- to provide and maintain means of access to and egress from that place of work that are safe and without risk
- formulate effective procedures for use in case of fire and for evacuating the school premises

- lay down procedures to be followed in case of accident
- ensure the provision of sufficient information and instruction to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety
- ensure staff have access to health and safety training as appropriate.

Members of the Governing Body will keep up to date on health and safety issues within the school. We will normally do this via reports either from the Headteacher or Deputy Headteacher at termly Governors Meetings.

We will make reports to Bradford Council as is necessary on health and safety issues.

We will also inform parents on health and safety matters as appropriate and in response to any concerns.

The Headteacher

The Headteacher has day to day responsibility for all health and safety matters in the school. The Headteacher liaises with the Governing Body and the L.A. on policy issues and ensures that problems in implementing the health and safety policy are reported to the L.A.

The Headteacher will have particular responsibility for implementing this policy in school. In particular the Headteacher will:

- Prepare and manage evacuation procedures and arrange for termly fire evacuation drills to take place and record the time and results
- Make arrangements to draw the attention of all staff employed at the school to any relevant safety guidelines plus any other information issued by the Authority
- Make arrangements for the implementation of the Authority's accident reporting procedure and draw attention to this to all staff as necessary
- Make arrangements for informing staff and pupils of the relevant safety procedures
- Ensure that regular health and safety inspections are undertaken (usually through annual teacher union representation)
- Arrange for removal, repair or replacement of any furniture, fitting or equipment identified as being unsafe
- Monitor, within limits of personal expertise, the activities of contractors, hirers, and other organisations present on site, as far as reasonably practicable.

The Deputy Headteacher

In the absence of the Headteacher, the Deputy Headteacher shall deputise on all matters concerning health and safety at work. The Deputy will check that procedures are being followed around the school and will keep the staff informed on health and safety information.

The Site Manager

The Site Manager has a specific and important role to play in the implementation of the Safety Policy on a day to day basis. The Site Manager will:

- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire-fighting equipment, emergency lighting etc. and that records are maintained
- ensure adequate fire drills are carried out and their results recorded
- ensure a fire risk assessment is carried out and kept up to date
- liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons involved

The Site Manager will ensure:

- hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of staff within their control are adequately trained or instructed to perform the duties for which they are employed
- the COSHH assessments have been carried out, are up to date, and assessment sheets are made available to staff who need them
- all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed
- all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals
- risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.
- regular, agreed 'checks' are carried out on a weekly basis using the "weekly check" sheets.

All Other Employees

Employees are responsible for maintaining the school's objectives in health and safety.

Every employee shall check that their classroom/work area is safe. They shall check that the equipment is safe before use, and ensure that safe procedures are followed and that any defects are reported to the Headteacher or Deputy Headteacher or site manager.

In particular, employees will take reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils, volunteers, students etc.
- Ensure equipment or tools are used appropriately and they meet accepted safety standards
- Provide protective clothing and safety equipment (e.g. goggles) as necessary and ensure these are used when required
- Minimise the occasions when an individual is required to work in isolation
- Investigate any accidents and take appropriate corrective action
- Complete risk assessments where risks exist and devolve to all involved.
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used
- Ensure that any accidents are recorded in the Accident Report Book which is kept in the Medical Room.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCY IN HEALTH & SAFETY ARRANGEMENTS, He/she MUST COMPLETE A NEAR MISS FORM AND DRAW TO THE ATTENTION OF THE HEADTEACHER.

Please note:
It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health & safety issues are brought to their attention at an early stage through their induction.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and fellow pupils
- Observe standards of dress consistent with safety and hygiene
- Observe all safety rules of the school and in particular the instruction of adult staff in the event of an emergency

Visitors

Regular visitors and other users of the premises (e.g. contractors, delivery men, etc) are expected as far as reasonably possible to observe the safety rules of the school.

Procedures for visitors

Outside doors in all buildings are kept **locked** during lesson time. Staff can obtain access during this time by use of a fob. Perimeter gates (except Easby Drive) are kept locked during the day. All visitor access can only be obtained by the main office entrance and signed in the Visitors' Book. They must display a badge to identify themselves.

The attention of visitors staying any appreciable amount of time in school is drawn to "Fire Evacuation" instructions posted throughout the school.

Lettings

The Governors and Headteacher must ensure that:

- The means of access and egress are safe for hirers and that all equipment provided for hirers is safe
- Fire escape routes and highlighted and clearly marked
- Hirers of the building are instructed about location of telephone, appropriate contact numbers, fire exit points, alarms and fire-fighting equipment
- Hirers using any equipment or facility are familiar with its safe use and, if necessary, briefed accordingly
- Arrangements are made for checking the security and condition of the premises and equipment after vacation by the hirer.

Further Information

The following safety manuals are kept in the Site Manager room.

General Health and Safety Manual (Green)
Electricity Log Book (Red)
P.E. Safety Manual (Red)
Risk Assessment Manual (Blue)
C.O.S.H.H Manuals (Yellow)
School Health and Safety Folder (Blue)

School Educational Visits

Full Risk assessments are to be undertaken prior to each visit, including Transport Risk Assessment.
Residential Visits – Educational Visits Co-ordinator is responsible for the submission of an electronic risk assessment for submission to the Local Authority using EVOLVE.

Specific Responsibilities

Fire Drill
The **Site Manager** is responsible for **testing alarms** on a regular basis.

Drills will be carried out **at least once a term** though more frequently if necessary.

Procedure – displayed in each learning area and rooms in school. Staff/visitors are to familiarise themselves with escape routes/procedures.

Those children who have a physical disability which requires them to exit the building in a different way to others will have a PEEP (Personal Emergency Egress Plan) in place

First Aid
Trained First Aiders A number of staff are trained first aiders. They have either undergone the HSE First Aid at Work training or Paediatric First Aid training. A notice indicating the First Aiders in school is displayed on the door of the Medical Room, along with a rota. First Aid training is renewed every 3 years.

The majority of staff are trained in pastoral First Aid and will deal with minor injuries and refer to a First Aider if the injury requires further attention. First Aid boxes are located in the medical room and on both spine corridors. First Aid procedures are on display in the staff room.

Any person treating any injury should enter this in the **Accident Book** in the medical room.

Trained First Aiders will ensure that **First Aid Boxes** are **accessible** and **well stocked**, in accordance with the contents listed in Section 16 of the schools Health and Safety at Work Manual.

Specialist Responsibilities

All electrical appliances are checked annually by an electrical contractor.

All Staff are responsible for ensuring that PE apparatus is in a safe condition. Class Teachers shall report any concerns about apparatus to the Site Manager using the Maintenance Book. PE equipment will be checked each year by an external contractor.

Purchasing Equipment and Safety

All items purchased are to be authorised by the **Head** or **Deputy** prior to purchase.

Procedures for contractors

All contractors report to the **Main Office**. **Overall responsibility** for monitoring contractors lies with the Head Teacher, although the Site Manager will have responsibility for the day to day management of contractors. Any member of staff should report safety concerns to the Headteacher or Deputy. Everyone is to be kept informed either verbally or by written memo as to the nature of the work.

All possible precautions are to be taken throughout the period of contractual work to ensure the safety of both children and adults, e.g. barriers, notices, etc.

Special Procedures for Maintenance

- **Annual Premises Risk Assessment** – reviewed annually and informed by weekly check schedule.
- **Portable electrical equipment** - checked every year by external contractor procured via Bradford Council Facilities Management.
- **Fire extinguishers & hose reels** - checked every year by Chubb Fire Ltd.
- **Gas Equipment**, including boilers - tested every 12 months – contractors procured via Bradford Council Facilities Management.
- **Fire Alarm System** - tested by caretaker weekly and by Rosse Systems Ltd six monthly.

Liquids and Dangerous Substances

These are Risk Assessed and checked (COSSH) by the Site Manager on a regular basis and secured safely.

Finance

Urgent action on safety matters will be authorised by the Head teacher, up to a limit of £5000

Health and Safety in the School Grounds

Our aim is to provide interesting, stimulating play/learning opportunities, which entail challenge, scope for imagination and inquiry, and carefully assessed risk, in order to encourage and enhance children's physical, mental, spiritual and emotional maturity and self confidence.

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Times and areas included in this policy are as follows:-

1. Arrival at and departure from school
2. Car park
3. Dogs in the school grounds

Arrival at and departure from school

1.1 Pupils are responsibility of parents/carers until the doors open at 8.50 am.
1.2 Road/paths/cycle track should be used as appropriate by drivers/ pedestrians/cyclists and cars parked in the designated spaces.
1.3 All gates, except the main access from Easby Drive, are locked between 9.15 am and 3 pm for security. Contractors are requested not to deliver from Westville Road at school playtimes.
1.4 The school bus is for registered children only. They are the responsibility of the bus driver. School supervises the bus children both after early drop off and late pick up by the bus.
1.5 Pupils are to leave the safety fence area only with an authorised adult. This does not apply to those older pupils, who have parental permission to travel to school on their own
1.6 Detailed arrangements for pupils/carers who arrive late, or pupils whose absence is unexplained, will be found in the Attendance policy.
1.7 Where a parent informs school of a change of arrangement for collection of their child a "pink slip" is sent to the child's class.
1.8 If a child has not been collected or there is a query regarding the person collecting the child then this should be investigated via the School Office.

Car Park

2.1 Road/paths/cycle track should be used as appropriate by drivers/ pedestrians/cyclists and cars parked in the designated spaces – clear segregation between vehicles and pedestrians.
2.2 5mph speed restriction in place.
2.3 Drop off zone to ensure that pupils can safely be dropped by parents.
2.4 Double yellow lines on lower end of drive – no stopping with the exception of the School Bus.
2.5 Segregated staff parking area only to be used by staff displaying staff parking badges
2.6 Dedicated disabled bays.
2.7 Carpark to be remotely monitored any issues reported to be followed up and parents/visitors reminded on procedures for safety.
2.8 Staff report their registration numbers so that cars can be identified.
2.9 Visitors signing in give registration number.
2.10 CCTV in operation

Dogs in the School Grounds

3.1 Well-controlled dogs on leads will be permitted only through the Easby Drive school entrance into the car park area of the school grounds.
3.2 Dogs must stay on their lead with their owner, using the area by the bins to stand if they wish to see their child/ren enter the playground.
3.3 Dogs must not be left unattended at any time - either in the school grounds or tied to any school gates, particularly Westville Road entrance.
3.4 Dogs are not permitted in any of the playground areas.
3.5 Entrances must be kept well clear so that children can pass through freely and safely.
3.6 Children should not have to interact with dogs, if they prefer not to.

FOR ACTIVITES WITHIN THE SCHOOL GROUNDS REFER TO RELEVANT RISK ASSESSMENT.