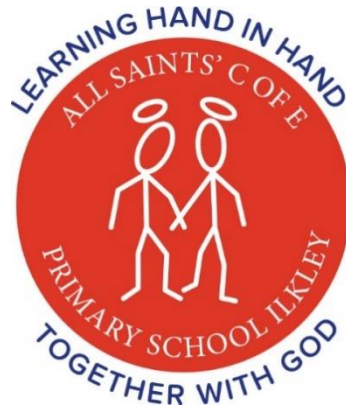


# All Saints' CE Primary School



## Vision

Learning hand in hand together with God.

## Values

Hopeful school through honesty, forgiveness and trust  
Achieving school through resilience, respect and ambition  
Nurturing school through care, compassion and friendships  
Developing school through wisdom, faith and fun  
Sharing school through kindness, celebration and love

# Health and Safety Policy

**Written by: Joe Cooper and Rachael Sugden**

**Date: February 2022**

**Reviewed on behalf of FGB by: Katie Dawson**

**Ratification date: February 2022**

**Ratified by: Full Governing Board**

**Review date: February 2023**



## Legal framework

- This policy has due regard to all relevant legislation including, but not limited to, the following:
- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Safer Working Practices - Risk Assessment Collection
- Invacuation, Lockdown and Evacuation Policy
- Personal Emergency Evacuation Plan
- Emergency Procedures Policy
- Visitor and Contractor Procedures
- Manual Handling Policy
- Working at Heights Policy
- Lone Working Policy
- Display Screen Equipment (DSE) Policy
- COSHH Policy
- Infection Control Policy
- Supporting Pupils with Medical Conditions Policy
- Data Protection Policy
- Adverse Weather Policy
- Educational Trips and Visits 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 (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 guidelines that 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 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 reviewed by the Governing Body annually and its requirements are binding upon all employees.

## ROLES AND RESPONSIBILITIES

### 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.

### The governing board, in conjunction with the headteacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.



- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

### **The headteacher will:**

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Be the designated contact with the LA and the HSE where necessary.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

### **The Site Manager will:**

- Assist with the creation and implementation of this policy.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.
- Supervisory staff and/or department heads will:
  - Be familiar with the requirements of health and safety legislation.
  - Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
  - Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
  - Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

### **All members of staff will:**

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.

## Health and Safety Policy 2022

- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that colleagues and visitors, as well as pupils, are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the Site Manager.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

### Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

### Visitors

Regular visitors and other users of the premises (e.g. contractors, delivery drivers 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 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 lanyard with badge to identify themselves at all times.

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
- Providers have appropriate arrangements in place to keep children safe, including inspecting safeguarding and child protection policies and procedures as needed

### 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

#### ***Emergency Evacuation and Invacuation Without Lockdown Drills***

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

Evacuation drills will be carried out **at least once a term** and Invacuation without Lockdown drills **at least annually**. Procedures for these are 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***

#### ***See First Aid policy***

**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.

All significant accidents must be recorded on the Rivo/Sphera Incident Reporting On Line system.

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 and Further Information

We regularly update a number of premises management documents (i.e. covering areas such as COSHH, Legionella and other H&S checks).

Details of these, along with specifics of H&S inspections under our Service Level Agreements with Bradford Council, can be found in the Site Manager's Office.

### ***Liquids and Dangerous Substances***

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

### ***Finance***

Urgent action on safety matters will be authorised by the Headteacher, up to a limit of £7000

## 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.

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 gates open. **Owing to building work and Covid-period staggered entry/exit this is currently 8.45am at Easby Drive entrance and 8.50am at Westville Rd entrance.**

- 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 9.05 am and 3.15 pm for security. Contractors are requested not to deliver from Westville Road when the school playground is in use.
- 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 our attendance policy.
- 1.7 Where a parent informs school of a change of arrangement for collection of their child an 'orange 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 IN OUR @SAFER WORKING PRACTICES' RISK ASSESSMENT COLLECTION.**