

Members of staff responsible :BW/SLT/Key Governors

Date policy written : Jan 2013

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Health & Safety Policy

SignedChair of Governors (On behalf of the Governing Board (G.B.))

Date

Grendon Primary School
Policy for Health & Safety

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1. **STATEMENT OF GENERAL POLICY**

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The Governing Board of Grendon Primary School recognises that the health, safety and welfare of all staff and pupils, whether on the school's premises or carrying out the school's business elsewhere, is primarily the responsibility of Birmingham City Council (BCC). We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the School Governing Board. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

- 1.1 On behalf of the Governing Board, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:
 - a. All persons employed at Grendon Primary School whilst they are at work;
 - b. Persons other than Grendon Primary School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Grendon Primary School whilst they are at work.
- 1.2 To effectively achieve this, Grendon Primary School will provide, so far as is reasonably practicable:
 - a) Safe premises, plant and systems of work;
 - b) Safe methods of using, handling, storing and transporting of articles and substances;
 - c) Information, instruction, training and supervision;
 - d) A safe working environment;
 - e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.
- 1.3 The Governing Board for Grendon Primary School will comply with safety policies, guidance, advice and instructions issued by BCC, the Directorate for Children's Services and advice from Safety Services. Grendon Primary School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.
- 1.4 While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.
- 1.5 It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions. This will ensure that the working environment is a safe environment and colleagues, visitors and pupils are as safe and healthy as possible.

2. ORGANISATION AND RESPONSIBILITIES

Governing Board

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff. This work is closely aligned to the work of the Premises and Finance Committee of the Governing Board

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2.1 The School has a named Governor who is responsible for ensuring Health and Safety practice is effective. The terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing Board each year

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2.2 The Governor is:

Mr S. Baker

Business and Infrastructure Chair

He will receive a Health and Safety Report from the Site Manager Termly and will report to the Business and Infrastructure Committee. Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work.

2.3 Head Teacher

The Governors charge Head Teacher Mrs H Ridley with the day-to-day responsibility of managing and enforcing Grendon Primary School Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this policy. The Deputy Head Teacher, Mr A Darby, will assume these responsibilities in the absence of the Head Teacher.

2.4 Health and Safety Co-ordinator/Site Manager

Mr B. Worrall, the Site Manager, is charged with the day-to-day implementation of school safety. He also provides or arranges assistance and support for staff to ensure that risk assessments are carried out. He will endeavour to keep up-to-date with safety regulations and initiate steps that ensure arrangements for health and safety at Grendon Primary School conform to both current regulations and best known practice.

The Site Manager has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The Site Manager is also responsible for ensuring that contracted cleaning staff carry out their work as instructed with due regard to their employer's safety instructions and those of the school. He is responsible for undertaking/assisting in the risk assessment

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process in matters relating to his work and that of members of staff or other persons that may be harmed by his work. This includes responsibility as first point of call and active liaison with contractors working in the school premises, ensuring they comply with and are aware of the Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the Site Manager will quickly identify areas that threaten the safety of themselves, pupils or other members of staff.

The Site Manager inspects specified designated areas regularly to identify hazards and brings any concerns to the attention of Head Teacher. Where significant hazards are identified a formal risk assessment process is undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff are informed of any findings and these are recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps are taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or Acting Deputy Head Teacher. The Site Manager also assists in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Board/Head Teacher.

2.5 Phase Leaders/Middle Leaders

Members of staff who manage or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or in connection with their work. Risk assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Grendon Primary School Health and Safety Management.

Supervisory staff instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others and will inspect their designated area of responsibility at periodic intervals.

2.6 Classroom Teachers, Assistants and other Supervisory Staff

Staff inspect their designated areas regularly to identify hazards and raise any concerns with their line manager and/or the Safety Co-ordinator. Where necessary a formal risk assessment process is undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members i.e. Teaching Assistants under their charge are informed of any findings and these are recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps are taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher. Classroom Teachers will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Board/Head Teacher.

2.7 Non-Supervisory Staff

The final level of responsibility for implementing Grendon Primary School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the school's managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps are taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their line manager.

3 ARRANGEMENTS

The Governing Board ensures that those appointed and charged with responsibility for implementing Grendon Primary School Health and Safety at Work Policy and its arrangements are adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required advice will be sought from Children's Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety manual and/or Children's Services Safety web site for guidance on particular safety topics.

The specific arrangements for managing health and safety within Grendon Primary School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 BCC & Directorate Policies for safety

Useful information, guidance and policies can be viewed in school. Information and guidance can also be found at birminghameducationsupportservices.co.uk. Safety Services provide support and advice on 0121 303 2420 or email schoolsafety@birmingham.gov.uk

3.2 Staff Induction

All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are assigned a mentor responsible for guiding them through the induction process, in line with school policy. The school's induction process covers emergency evacuation, first aid, asbestos (where this is identified on site and reporting procedures in the event of damage) and safe work instructions applied throughout the school.

3.3 Fire Safety (see Fire Safety and Evacuation Plan)

The Head Teacher will ensure a fire risk assessment is carried out to comply with The Reform Regulatory (Fire Safety) Order 2005. This assessment also considers detailed arrangements concerning procedures to be followed in the event of a fire or emergency evacuation. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps to be taken. All documentation will be retained in a Fire Safety Log in main office.

3.4 Safeguarding/Security

The school will undertake a yearly review of security arrangements. This will be undertaken by the identified Governor group (2.2). Any findings will be recorded and progressed onto an action plan of remedial measures. In line with the current job description, the Site Manager also reviews security regularly and reports directly to the Head Teacher. Staff and pupils are urged to bring any concerns they may have to the immediate attention of the Head Teacher. Designated Safeguarding Lead is the Head Teacher, Helen Ridley. Her Deputy Designated Safeguarding Leads are Andrew Darby, (DHT), Sarah Jones, (Pastoral Manager) and Louise Sparkes (SENCo).

3.5 Safety Training

Training needs for staff are identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

3.6 Premises Safety

This is an ongoing process carried out on a continuous basis so that physical hazards are identified and made safe as soon as possible. The Site Manager has overall responsibility for ensuring this process is effective, but all staff have the responsibility to report hazards that they see. Jobs are listed and prioritised and completed job lists are kept as a record in the site manager's office. Arrangements are monitored and checked at least termly by the Head Teacher and the Chair of the Premises Committee of the Governing Board.

3.7 Grounds Safety Sweep

Grounds safety sweeps will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the Site Manager sweeping designated safety zones within the school grounds. Completed checklists will be passed to Mr B. Worrall's line manager to sign off and where necessary take appropriate action to comply with delegated responsibilities to address any safety concerns raised.

Checklists along with any documentation - such details of any remedial action taken will be filed away into a Premises Log (Grounds Sweeps) held in the Site Manager's office for future audit inspection.

3.8 Working at Height

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list we have identified such work at height tasks as follows:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

Risk assessments are carried out by a Senior Member of staff and the member of staff carrying out the work. Risk assessments are then signed off by the latter and then filed for future staff reference and audit inspection.

All relevant staff are notified formally of the risk assessment findings.

All new and temporary staff are informed of risk assessment findings before being asked to undertake any work at height task.

3.9 External Educational Visits

Mr A. Darby is appointed and trained as Educational Visit Co-ordinator (EVC). He will ensure all external visits are planned and detailed arrangements are recorded. This includes ensuring additional risk assessments are undertaken where necessary. As part of the planning for external educational visits the EVC will consider where appropriate if there are any opportunities to involve the pupils in the assessment process so they may understand how they could be harmed during the visit in order to reinforce their understanding and cooperation in control measures.

3.10 Stress

The school actively endeavours to support any member of staff experiencing anxiety or stress even though this may not be work related. A strict need to know confidence is observed at all times.

Any member of staff who considers their well-being is being compromised due to work related pressures is encouraged to raise concerns with their line manager. If necessary, external advice will be sought from Employee Relations Service. Staff well-being leads are Helen Ridley and Sarah Jones.

3.11 First Aid, (see First Aid Policy)

Miss K Mason, Mrs D Williams, Mrs L Fox and Miss S Ward are trained in Paediatric First Aid. Additionally, Miss H. Clarke, Mrs L Campbell and Miss T. Caro are trained as First Aid and Work. Mrs H Ridley is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained.

The Head Teacher has a responsibility to ensure that all first aiders are known by name and location throughout the school day.

The school supports staff in annually in Allergy and Asthma Management, Epi pen training, Epilepsy awareness and Body Spillage Management.

3.12 Accident Reporting/Near Miss and Investigation

Accidents involving pupils will be recorded in the first aid book that is kept securely in Medical Room. Serious accidents involving pupils will also recorded be on the Accident A1 form and then sent to Education Safety Services. All accidents involving staff will be reported in this way.

3.13 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies. Mrs H Ridley and Site Manager, Mr B. Worrall will ensure that all statutory tests are completed and that records of these checks are kept in the Property Maintenance Log Book.

3.14 Asbestos Management

Recognising the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Children's Services Health & Safety: [Asbestos 2006](#).

To reinforce this policy, members of staff are instructed not to undertake any work that may disturb the fabric of the building unless authorised to so and having regard to the asbestos guidance.

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The Asbestos Management Survey will be consulted and a management plan developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

Contractors will be made aware of the Asbestos Management Survey and this policy and must ensure any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed **before** any work begins.

In order to prevent an unplanned disturbance of asbestos and before the fabric of the building is disturbed a 'Permit to Work' system will be employed. The Duty Holder responsible for strict enforcement of this arrangement is Head Teacher, Mrs H Ridley and in her absence the Acting Deputy Head Teacher, Mr A Darby.

3.15 Substances Hazardous to Health

Any chemical used in school is accompanied by an assessment sheet showing safe use and storage. These will be used in accordance with manufacturer's safety advice. All chemicals and substances are securely locked away to prevent pupil access.

We do not purchase any substance for use in class that is harmful. However, we recognise that even harmless substances can pose a risk to safety and health. We consider the level of supervision in class is adequate to prevent misuse.

The Site Manager and contractors employed to clean in school ensure cleaning chemicals are used and stored to comply with suppliers Material Safety Data Sheets. These are subjected to a detailed risk assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002). All cleaning chemicals are kept securely locked away.

3.16 Electrical Equipment

All electrical equipment used in school is authorised for use. In addition to the Statutory Portable Appliance Testing (3.13 above), staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention Mr B. Worrall, Site Manager.

3.17 Tools and equipment

All tools and equipment used in classrooms are properly stored to ensure no unauthorised or unsupervised use. Only appropriate scissors will be used by pupils.

As part of the planning process for curriculum activities that involve tools and equipment, teaching staff will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will strengthen their understanding, cooperation and ownership in control measures.

Other tools used by caretaking and teaching staff are subject to visual inspection before use. Problems are reported to Mrs H Ridley when action can be taken to replace damaged tools and equipment. All tools are stored in lockable areas to prevent pupil access.

3.18 Visitors and Contractors

All visitors to the school sign in and are supervised by a member of the school staff at all times. Visitors sign out before they leave the school premises.

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Contractors also report to the school office staff who will contact the Site manager. All contractors are required to wear an identity pass and sign in before entering the premises. Hot works permits are required where necessary.

The school expects contractors to adhere to site specific rules issued before work commences.

3.19 Cooperation Liaison with other site/tenants users

Citiserve (City Council catering) provide our school meals and work in the school kitchen.

The school provides and maintains equipment used and under statutory testing requirements, ensures utilities i.e. gas and electrical systems are protected, fire alarm systems, extinguisher maintenance and inspection.

The school recognises a duty of care towards these members of staff. To this end, the catering staff form a part of our emergency evacuation procedures and are included in Fire Marshal training. They have a trained first aider but can call on the school to provide first aid facilities if necessary.

The school also applies the same duty of care to our cleaning staff.

Both contractor services have provided their health and safety policy for inspection and issue updates as and when there are significant changes.

Under the conditions set out in a Transfer of Control Agreement drawn up by the legal department of the Local Authority, Grendon and Billesley Family Nursery are permitted to use a school playground. They follow their own Health and Safety Policy and Guidelines.

3.20 Vehicle/Pedestrian Traffic

The school provides a safe route into and out of school for parents, visitors and children.

Pedestrians have no access to car parks but have a designated route and gate.

We consider these arrangements sufficient to prevent harm.

3.21 Lone Working Procedures

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return as part of a risk assessment that will be made.

The lone worker will ensure that they are medically fit to work alone.

3.22 Holiday Shut Down

Contractor (building, maintenance etc) works are usually carried out during school closure periods to ensure pupil and staff safety.

The school employs competent contractors and work is monitored by the Site Manager, Mr B. Worrall.

Cleaning contractors are competent workers, trained in all aspects of cleaning. During 'holiday cleans' more detailed work is carried out such as working at height (from ladders) and lifting and manoeuvring. Our Site Manager is trained to a high standard in matters of health and safety in the workplace and has worked with the school to identify any risks to his safety and health in the work he is expected to complete.

3.23 Play Grounds/Play Equipment

All inside school play equipment is subject to frequent visual inspections by teaching staff. These inspections identify damage likely to cause harm. Any defects are reported and replacement equipment provided. Annual maintenance checks of PE equipment are carried out in line with statutory requirements.

Outside play equipment is also inspected routinely on a monthly basis by Mr B. Worrall, lunchtime supervisors and teaching staff. These inspections ensure this play equipment is structurally sound and firm in its foundations. Records are kept in the Site Manager's office.

Safety surfaces around this equipment are checked for integrity. The areas are also inspected for matter i.e. glass or sharp matter likely to cause injury.

Where there are concerns, these are recorded and action is immediately taken to rectify matters. In some instances, this may mean sectioning off damaged equipment until such time as it can be repaired.

Each term more detailed inspections are carried out to take into account weathering and wear and tear. Records of these inspections are kept in the Site Manager's office.

Each year, an inspection is carried out by competent persons to certify the integrity of outside play equipment. Records of these inspections are kept in the school office.

3.24 Supporting Pupils at School with Medical Needs, (see separate policy)

The school's policy is written, has been approved by Governors and will be reviewed annually. The policy incorporates arrangements requiring that steps are taken to identify any consequential health and safety risk to staff or pupils in the support provided for pupils with medical needs.

3.25 Dynamic Risk Assessment

The need to make Risk Assessments has been identified previously in this policy. Senior staff and the Site Manager have the authority to make ongoing, live risk assessments where circumstances such as Lockdown Procedures warrant this. Staff will be identified in particular school polices where this will be needed.

3.26 Safety Audit Arrangements

The school considers an annual audit of these safety arrangements to be sufficient.

3.27 Key Building Duty Holders

The main building Duty Holder for Grendon Primary School is the Head Teacher, Mrs H Ridley. Mr B. Worrall, Site Manager is support duty holder for Fire, Asbestos, Legionella, Statutory Testing and is the main key holder. 4 Forces are contracted to respond to instances of alarms going off should H Ridley and B Worrall be uncontactable.

3.28 Policy Review Date

This policy will be reviewed annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended with immediate effect. Such changes will be brought to attention of all staff at the earliest possible opportunity.

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To be read in conjunction with:

Lock Down Procedures

Critical Incident Guidelines

EVC Policy

Fire safety and Evacuation Policy

Supporting Children with Medical Needs