Health & Safety Policy

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1. STATEMENT OF GENERAL POLICY

The Governing Body/IEB for Raddlebarn Primary School acknowledge and accept their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the school's premises or carrying out the school's business elsewhere.

This duty also extends 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 Body/IEB, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

a. All persons employed at School whilst they are at work;

b. Persons other than School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Somewhere School whilst they are at work.

1.2 To effectively achieve this, 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 Body/IEB for School will adopt best practice safety policies, guidance and advice issued by BCC, and advice from Safety Services. 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 and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

2. ORGANISATION AND RESPONSIBILITIES

Governing Body/IEB

Governors/IEB members 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.**

2.1 The Governors/IEB members consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a **Safety Improvement Group**. The role of the Group will be to act as a communication link between the Governing Body/IEB, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its 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 following any accident investigation (see most current accident forms on Birmingham Education Support Services Portal).
- 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
- Report to the full Governing body/IEB each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the school's management structures or by the Head Teacher, to the immediate attention of the Chair of Governors/IEB

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 Members of the Group shall include the following: Governor/IEB Board Members

Headteacher

Building Services Supervisor

Senior Leadership Team

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually by their respective bodies as appropriate and confirmed by a

full governing body/IEB at its AGM. The Group will meet at least each term and more often at the request of one Group member, the Head Teacher or the Governing body/IEB.

2.3 Supervisory School Staff

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 will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of School health and safety management.

Supervisory staff will 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.

2.4 Head Teacher

The Governors/IEB charge Head Teacher Angela Lowry with the day-to-day responsibility of managing and enforcing 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 safety policy.

They will also be responsible for convening meetings of the Safety Improvement Group, ensuring that minutes are taken and stored in a place accessible to all interested parties. This may be delegated to a member of the Safety Improvement Group.

The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Co-ordinator

The senior leadership team assist the Head Teacher in the day-to-day implementation of the School safety plan. As Safety Co-ordinators their role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. The Safety Coordinators are also charged with providing/arranging assistance and support to relevant staff to ensure that risk assessments are actually carried out. They will endeavour to keep up-to-date with safety regulations and through the Safety Improvement Group initiate steps that ensure arrangements for health and safety at School conform to both current regulations and best-known practice.

2.6 Phase/SEN Leaders (Leaders)

The nature of the school's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated Zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where

significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be logged on Every for action.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Coordinator. Leaders 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 body/IEB/Head Teacher.

2.7 Classroom Teachers

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager or a member of the Safety Improvement Group. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their charge will be informed of any findings that will also be 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 will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their designated SLT member/Head Teacher. Classroom Teachers/Office Manager 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 body/IEB/Head Teacher.

2.8 Building Services Supervisor/Site Manager (BSS/SM)

The BSS Paul Foyle has a key role in ensuring 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. He will be responsible for undertaking/assisting in the risk assessment process in matters relating his work and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

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

The BSS will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher/Line Manager. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control

the hazard. Relevant staff will be informed of any findings that will also be 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 will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Co-ordinator. The BSS will also assist 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 Body/IEB/Head Teacher.

2.9 All Other Staff (Non-Supervisory)

A vital role and responsibility for implementing 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 will 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 will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager.

3. ARRANGEMENTS

The Governing Body/IEB will ensure that those appointed and charged with responsibility for implementing the School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required under a Service Level Agreement (SLA) advice and support can be sought from 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 policy and/or Safety Services Safety web site for guidance on specific safety topics.

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

3.1 Safety Services – Schools - Policies for Safety

Useful information, guidance and policies can be viewed on the Schools internal site. 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 who guides them through the induction process. A record of the induction process will be kept (see Appendix SI). Safety policies are available through the internal school network drive and website.

3.3 Fire Safety

The Head Teacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. 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 needed to be taken. In addition it will be ensured that arrangements for staff training are undertaken and recorded, and procedures to be followed in the event of a fire emergency are set out.

All documentation including records of fire drills and equipment test will be retained in Log in main office or recorded on Every.

3.4 Safeguarding/Security

All SLT are DSLs and our lead DSL is our Inclusion Leader. Please see the Safeguarding Policy for information. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Head Teacher.

Supporting Pupils at School with Medical Needs

The Governing Body/IEB will ensure that a policy is drafted that complies fully with the Statutory Guidance that is required to be implemented from September 2014. This policy will incorporate arrangements requiring that steps are taken to identify any consequential health & safety risk to staff or pupils in the support provided for pupils with medical needs. Where necessary, in consultation with relevant staff a specific risk assessment will be undertaken that will also identify relevant staff training needs

Safety Training

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

3.5 Premises Safety Sweeps (H&S Walks)

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff teams sweeping a designated safety zone within the school and findings will be recorded on a checklist every half term.

Completed, checklists will be monitored and reviewed to ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

Any issues raised on the Health & safety walks will be collated into a ‘job list’ and distributed to those people who are required to action them. Completed checklists along ‘job list’ documentation of any remedial action taken will retained on Every for future audit inspection.

3.6 Play Area and 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 BSS and Lunch Time Supervisors sweeping designated safety zones within the playground or grounds and record findings on a checklist every term. Staff are reminded to report any issues immediately to the BSS using Every. Evidence will be recorded and filed the same as 3.7 above.

3.7 Working at Height

Head Teachers/Leaders/Managers and Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

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 such work at height tasks may include the following:

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

A line manager will be informed and will approve a plan for working at height before the task is carried out. Recorded approval/risk assessments will be passed onto a Line Manager for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings. Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

3.8 External Educational Visits

Tim Weatherup has been appointed as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures. The EVC is supported by the head teacher.

3.9 Stress/Well-being

The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times**.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager who will if necessary seek external advice from Definitely HR or Health and Well-being service on 0121 303 3300.

3.10 First Aid

Our Admin Assistant has been appointed and trained as lead first-aider. The Head teacher Is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The school reinforces the First Aid plan by providing periodic awareness training for all staff.

3.11 Accident Reporting and Investigation

Accidents involving pupils will be recorded and copies kept in the main office, foundation stage and kitchen and will include an entry into a 1st Aid treatment book. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to Education Safety Services.

All accidents involving staff must be reported and recorded on the Accident form and sent to Education Safety Services.

There are different reportable injuries depending on whether injuries, diseases or dangerous occurrences happen to school staff or non-school staff (including pupils and visitors).

School will notify the HSE within 15 days in the case of work-related injuries that lead to an employee being unable to perform their duties for more than 7 days.

3.12 Key Building Duty Holders

The main building duty holder for Raddlebarn Primary School is the Head Teacher and the Building Site Supervisor is also appointed as a Support Duty holder. The following people are assigned special duties detailed below:

Fire	Building Site Supervisor
Asbestos	Building Site Supervisor
Legionella	3D Facilities Support
Statutory Testing	3D Facilities Support

Duty Holders understand their responsibilities and have been fully trained to discharge their duties.

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.

This arrangement will be closely monitored by Paul Foyle Building Services Supervisor to ensure tests results are entered into the Property Log Book. A matrix will also be displayed in the log book showing the ongoing status of test compliance.

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 Education Safety Services Health & Safety:

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.
To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that 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.

The asbestos management arrangement will be reviewed annually by the Finance, staffing and buildings Committee.

The Duty Holder responsible for strict enforcement of this arrangement is the Head Teacher and in their absence the Deputy Head Teacher.

3.15 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

All cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002).

3.16 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.16 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 of a member of SLT.

3.17 Tools and equipment

The school and/or Department will have a central record of all tools and equipment; such as paper cutters, used in classrooms. Where required this log will record an inspection regime as required. All equipment will be properly stored to ensure no unauthorised or unsupervised use where there is a risk of harm.

As part of the planning process for curriculum activities that involve tools and equipment, Teachers 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 underpin their understanding, cooperation and ownership in control measures.

3.18 Visitors and Contractors

All visitors to the school must sign in and be supervised by a member of the school staff at all times. Contractors must report to the school office who will contact either the BSS/Site Manager or the Business Manager who will ensure

appropriate Contractor School Rules and/or for the Contractor RA to be completed for larger jobs.

3.19 Cooperation Liaison with other site/tenants users

Funshine (run by Active Superstars) will abide by the schools Policies as outlines in their SLA.

3.20 Safety Audit Arrangements

A Health & safety review walk will be undertaken every half term to review provision.

3.21 Policy Review Date

Will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.