



Health and Safety Policy

Review date: September 2022

Next review: September 2023

Statement

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain a safe and healthy place of work for employees with safe access and egress
- To ensure that pupils and other non-employees e.g. parents, visitors etc., are not exposed to any risk to their health and safety
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe use, handling and storage of substances e.g. chemicals
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review this policy annually and to revise it as necessary

Responsibilities

Headteacher

The Headteacher is responsible for:

- taking the lead in the promotion of an effective health and safety culture
- the overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- ensuring that the requirements of all relevant legislation, codes of practice and Local Authority guidelines are met at all times
- ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- consulting with employees, and safety representatives, on health and safety issues
- ensuring effective means of communication with staff on health, safety and welfare issues
- ensuring that risk assessments are undertaken and reviewed annually
- identifying the training needs of employees and ensure that they are 'competent' to carry out their activities
- ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe
- ensuring that accident, work related ill health and violent incidents are reported and investigated as necessary
- monitoring the standard of health and safety throughout the school
- ensuring that emergency procedures are in place
- ensuring that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it
- authorising all Off-Site Visits. Informing the Governors of all non-routine Off-Site Visits.

Duties of the Governing Body

The Governing Body, in consultation with the Headteacher will:

- ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually

- carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- ensure a safe place of work for employees and pupils, including safe means of access and egress
- ensure that adequate health and safety resources are available to meet health and safety requirements
- ensuring risk assessments are carried out for activities as required
- ensuring safe working conditions and safe working practices in accordance with legislation and Local Authority guidelines
- ensuring employees are 'competent' to carry out their activities
- ensuring new employees are inducted in the safe working practices
- ensuring safety inspections are carried out at least termly
- ensuring all plant, machinery and equipment is inspected and maintained in safe working order
- ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- ensuring that employees and pupils are aware of the emergency procedures
- ensuring that hazardous substances are correctly used, stored and labelled
- ensuring that relevant health and safety warning signs are displayed
- ensuring effective means of communication with employees and pupils
- reporting any health and safety concerns to the Headteacher
- assisting the Headteacher and Governors with the annual health and safety inspection
- monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.

Duties of the Site Manager (this is undertaken by The Carroll Cleaning Company / Maintenance Manager)

The Site Manager's duties include:

- keeping the building and site in good order and repair and free of waste / litter
- monitoring the provision and safe use of main services i.e. water, gas and electricity.
- maintaining safe storage of chemicals, hazardous substances and equipment
- ensuring that deliveries are made safely, e.g. by avoiding peak pedestrian times
- advising the Headteacher of any damage and defects.

Duties of all employees

All employees are instructed to:

- take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- co-operate with the Headteacher on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- report all health and safety concerns, e.g. hazards or defects etc., to the Headteacher in the first instance

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Arrangements

Accident reporting and investigation

Accidents are dealt with in accordance with guidance from City of Bradford Metropolitan District Council

Adult accidents report forms are completed electronically by the Headteacher via Sphera Cloud online reporting via the Local Authority. Reported accidents for both pupils and adults are monitored termly to identify any trends, e.g. same pupil or accident in the same location. Files are maintained for the recommended retention period. We adhere to the guidance outlined by City of Bradford Metropolitan District Council “Accident & Incident Reporting and Recording Procedure” issued by the Occupational Safety Team Date of issue – August 2006, Revised December 2020. Accident reports are then uploaded via Sphera.

Pupil accidents are communicated to parents via EYLog and a copy of all accident forms are printed termly and stored in Reception.

The Headteacher is responsible for reporting serious accidents under to both employees and non-employees as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013. This is reported in the first instance to Bradford Occupational Safety Team.

Administration of medicines

All medication will only be administered with written parental consent in accordance with our Policy for First Aid and supporting children with medical conditions.

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil’s name. This will be either refrigerated (in a box in the staffroom) where necessary, all kept in the Medicines Box (on a high shelf away from children in the classroom).

Records are kept of all administration of all medication and retained with each child’s individual records.

Training on the administration of specific medicines is provided by a medical practitioner where necessary.

Adverse weather / site safety

The Carroll Cleaning Company undertake gritting of the site in instances of adverse weather. This will be undertaken as part of the opening up routine at 6.30 a.m. and will entail checking all areas of the building including paths, walkways, ramps, steps and playground. A supply of rock-salt and grit spreader is maintained in both the buggy shelter and the caretaker’s cellar so adequate resources are available for areas to be prepared before staff, children and parents arrive. All gritting will be recorded on the daily checklist.

The Carroll Cleaning Company undertake the additional premises management role which includes

- The immediate clearance of snow and ice in designated areas.
- Ensuring that equipment provided to clear snow and ice is maintained in a satisfactory condition, reporting any defects to the Headteacher
- Temporary closure of designated areas until cleared - such areas should be clearly marked, e.g. bollards
- Maintain records of snow / ice clearance and gritting on the daily caretaking sheets which are then filed in the Caretaker Cupboard

All staff must

- Be aware that when areas have had salt grit/other materials applied it is not a guarantee that the paths are completely safe or slip-proof; please travel with caution when moving around site.
- Safeguard their own, colleagues, children/ parent's health and safety.
- Ensure appropriate footwear is worn to reduce the risk of slips, trips and falls.
- Report any internal wet areas/external icy patches to the Headteacher or School Business Manager who will take the necessary steps e.g. wet floor signs/mop up any excess water/re-apply salt grit/other materials.
- Communicate to parents/carers the need for children to wear appropriate footwear in snow and ice and to exercise caution when moving around site

Advice and Guidance

Advice and Consultancy Advice and consultancy will be provided by the Local Authority from the relevant department

- Safety Advisor (S.S.) Wendy Bland 01274 431751
- Environmental Protection Officer Contact Centre 01274 434366
- Snr. Occupation Health Advisor Wendy Bland/Sue Gee 01274 434771

Asbestos management

The condition of asbestos in the building is monitored by City of Bradford Metropolitan District Council

The Asbestos Survey report is held by the Headteacher and is made available to any contractors carrying out work within the school. City of Bradford Metropolitan District Council is also informed of any work being carried out in areas where asbestos is present.

Communication

Effective communication between the Headteacher and employees is ensured either face to face or through regular staff meetings and the staff notice board. We also have a School WhatsApp group that everyone is included in. We communicate with parents verbally, through email, through Textround, the newsletters and the website.

Construction work

All construction work is carefully monitored by City of Bradford Metropolitan District Council, and risk assessed by them.

Consultation with employees

Employees are encouraged to report any health, safety or welfare concerns to the Headteacher.

Control of contractors

The Headteacher is responsible for day to day control of Contractors when in the building. This can also be delegated to the Assistant Headteacher.

Display screen equipment

The regulations are applicable to regular users of display screen equipment, e.g. Office staff in some schools. A workstation risk assessment is carried out for any employee who meets the criteria of a user, using the form provided by City of Bradford Metropolitan District Council.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes. The use of laptops is regarded as use of display screen equipment and City of Bradford Metropolitan District Council guidance will be followed.

Electrical safety

All portable electrical appliances in school are checked by a 'competent' person at recommended intervals (annually). Records of PAT testing are held on site and each checked item is recorded with a label stating the date of testing and next review.

All employees are instructed to carry out a visual inspection of electrical equipment, so far as is reasonably practicable, prior to use for signs of damage or charring, to report defects to the Headteacher so that action can be taken to prevent accidents and injury.

All employees and pupils are made aware of the hazard of electricity, particularly where water is present.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer and organised by City of Bradford Metropolitan District Council.

Emergency plan

The Business Continuity emergency plan is reviewed annually and revised accordingly. A copy of the plan which details procedures and emergency numbers is held by members of the Incident Management Team when necessary

Fire safety

Fire training is delivered to all staff with some staff trained in the use of extinguishers. The fire alarm is tested weekly and a fire drill is carried out each term. Fire evacuation plans and the location of fire equipment are clearly displayed around school and in classrooms. Fire alarms and equipment are tested regularly in line with legislation.

Escape routes are checked both by The Carroll Cleaning Company / All staff Daily

Fire extinguishers are checked by The Carroll Cleaning Company and serviced annually

Fire Alarms - Manager Weekly Evacuation drill by Maintenance Manager

Listening bells (introduction for children to fire evacuation) termly with each new intake

First aid

First aid kits are available in all classrooms and reception. They are kept up to date by a nominated person. Arrangements are in place for the dealing with bodily fluids. All first aid treatments are recorded.

More serious accidents are reported to the injured child's parent /carer via EYLog (immediately) and a wristband worn by the child. If the injury is of concern we will ring Parents immediately to advise them and give them the option to collect their child and/or seek medical advice. If the injury needs medical assistance, this is a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) and must be reported to the Local Authority via SpheraCloud portal.

From September 2021 all members of staff are paediatric first aid trained. The names and photos of First Aiders at work are clearly displayed on the Health and Safety noticeboards in each room.

Gas equipment and appliances

All gas boilers / appliances are inspected annually by a 'competent' person.

Gas supplies are capable of being isolated and 'locked off' when not in use.

Hazards Risk

Risk assessments should be completed by the most appropriate person for risk being assessed, and copies are stored with the Headteacher. A risk assessment should be undertaken where there is a significant change to procedures or advice is not contained within policies and there is deemed to be issues regarding health and safety e.g. visits / visitors, building works, violence (from children or adults), health care. If the risk remains a health and safety issue, the Health and Safety Department will be notified and guidance taken.

Hazardous substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant). Generic risk assessments are available for common hazardous substances used in schools. Information / COSHH assessments relating to hazardous substances in school are kept in the Business Managers Office and displayed in cleaner's cupboards.

All chemicals are kept securely under lock and key to prevent unauthorised access.

Health and safety advice

Competent advice is provided by the Occupational Health & Well-being service.

Housekeeping (and see under waste/litter) & Premises

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards. Whilst The Carroll Cleaning Company undertake a daily check, it is the responsibility of the teaching teams to ensure that their classroom and the outdoor areas are free from obstruction

Each member of staff has a responsibility for:-

- The overall cleanliness of the premises and its contents with special care being given to kitchens, toilets and food preparation areas
- The appropriate disposal of waste, e.g. food waste disposal unit, sluice, sharps containers, wheelie bin
- The correct and safe storage and stacking of items without risk to others, impact on service delivery Keeping all walkways, corridors, exit routes, fire exits etc. clear at all times
- Withdrawing from use and reporting defective equipment e.g. faulty equipment, heating/water suppliers, obstructions e.g. boxes / ladders / tools to management Any concerns about the above that cannot be dealt with immediately should be reported to the Headteacher
- Kitchen Health and Safety Inspections are conducted by the Local Authority and the Council of Mosques relating to the storage, handling and production of Halal food.

All employees are informed of their responsibilities during their induction.

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster “Health and Safety Law – what you should know” is displayed in the school staffroom.

Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Headteacher, Site Manager (Peel Park Primary) and Health & Safety Governor. Employees have been asked to report any damage / defects to the Headteacher. Annual reviews of classrooms and associated equipment and undertaken by the teaching teams and returned to the Headteacher.

Lettings

A contract with conditions of hire has been completed and approved by Governors. An associated Lettings Policy has also been created.

Lone working

Lone working situations are kept to a minimum. The only lone worker is employed by The Carroll Cleaning Company who have provided a copy of their risk assessment and their wellbeing is monitored through their Easy Tracker clocking in and out electronic system.

Maintenance of plant and equipment

The Headteacher is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The Headteacher will arrange for repairs to be carried out.

Manual handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

Monitoring and review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

The health and safety policy is reviewed annually.

New and expectant mothers

New and expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16. A risk assessment is carried out as soon as the Headteacher is made aware by the employee, followed by two subsequent reviews.

Off-site educational visits

The Off-Site Visits Co-ordinator (OVC) is the Headteacher. The OVC is responsible for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed. We use the risk assessment template purchased through City of Bradford Metropolitan District Council.

Personal protective equipment (PPE)

PPE is issued to employees as required, e.g. to Cleaners and any employee who may have to deal with bodily fluids. This is also the case when dealing with children during the Covid 19 pandemic – further details in our regularly updated risk assessment.

Playground safety

The Headteacher is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc. The playground is checked daily by The Carroll Cleaning Company and any defects are recorded on the daily visual checklist and passed to the School Business Manager or Headteacher for action.

Staff report any identified defects / concerns directly to the Headteacher.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Headteacher immediately so that prompt action can be taken to avoid accidents and injury. The school will keep files on the following

- Accident record for staff
- Accident and dangerous occurrence report forms for staff and pupils
- Incidents
- Violence at work
- Racial harassment
- Union Health and Safety Reports
- First Aid Files (inc. Drug therapy record)
- Health Concerns
- Risk assessments
- Hazard warnings
- COSSH
- Fire manual (including fire alarm testing, emergency evacuations and relevant certificates of compliance).

Risk assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept in the staff room cupboard.

Security arrangements

The Carroll Cleaning Company is responsible for maintaining the security of the site and reporting any defects (e.g. locks, self-closers, gates, fences, etc.) to the Headteacher or School Business Manager. In case of any alarm activations, 4Site Security Services attend the scene and provide a comprehensive report of the site of the activation and any remedial work required. They would also secure the building if applicable (broken windows, doors etc.) Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable. Key holders are Headteacher, Assistant Headteacher, The Carroll Cleaning Company and 4site Security Services Ltd. CCTV signs are displayed to inform people where cameras are located.

Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Headteacher who will ensure that appropriate action is taken to avoid accident / injury. Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls. The indoor and outdoor environments need to be checked daily by all members of staff.

Special Training (Hazardous jobs may need special training)

Job

Lifting equipment and children
Use of substances hazardous to health

Training

Lifting and Handling
Refer to COSSH manual

Storage arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to the Headteacher e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

All employees have been instructed not to use chairs, tables, desks, etc. to gain access to storage. Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Stress, work related

The Headteacher is monitoring work-related stress issues and for carrying out a general risk assessment. We have a Service Level Agreement through Bright Bird support and well-being that all staff have access to. We also have a Named Governor for Well-being – Andrea Nicholls.

Sun protection

Parents are asked to apply high-factor sun protection cream, lotion or spray before children arrive at School. Each class has a supply of sunscreen to apply during the course of the day. We ask parental permission to apply sun protection in our admissions form. For any children who have allergies parents are asked to apply sun cream before school and then provide their own named sun-cream for teaching teams to apply as necessary. Parents are also encouraged to provide head / neck protection, although sunhats are provided for outdoor play. Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary. In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Supervision

Pupils are supervised during all activities throughout the school day. For off-site visits EYFS guidelines are followed regarding supervision levels. Staff supervision happens termly, however SLT are always on site for people to speak with on an informal basis.

Toileting / Intimate Care

Nappy changing (The procedure is the same for all children with soiled/wet clothing) All children are shown respect and handled in a sensitive manner, in the private changing area when necessary. Staff wear protective gloves and aprons as appropriate and doors in the area remain partially open. For further information please see more details included in our specific Intimate Care policy which is updated annually.

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures. All colleagues are expected to take responsibility for their own professional development, and request any training that they feel that they require. New, temporary and supply staffs are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation. New employees are adequately supervised, as required.

Visits – public transport

The use of public transport for pupils is included in the risk assessment process for off-site educational visits, e.g. trains, buses etc.

Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated. All incidents of violence are reported and investigated as required by Headteacher

Waste / litter management

The Carroll Cleaning Company is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter (litter pickers are available). Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

Arrangements have been made for the safe storage and collection of clinical waste. The Carroll Cleaning Company has a sharps box in case of any sharps that might be found and removed during daily perimeter checks.

Water management / control of Legionella

The School have an SLA (service level agreement) with the City of Bradford Metropolitan District Council for the monitoring and control of legionella and this is checked and recorded monthly. Both the Headteacher and the Maintenance Manager have undertaken Legionella Training.

Welfare facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing and drying facilities. Pupils have access to labelled drinking water taps, under the supervision of an adult. The provision of heating, lighting and ventilation is adequate, and is monitored and maintained through SLA's (Service Level Agreements).

Work equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, gas boilers / heating systems, lifting equipment (e.g. hoists in Nursery 1 bathroom and the Little Room) etc.

Workplace transport safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable. Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Working at height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights. Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by appropriate personnel. Employees are instructed not to work at height whilst lone working. Suitable access equipment is provided, e.g. step ladders. The locations of these are highlighted for staff use. Employees are instructed not to use chairs / desks / tables to gain access to items stored at height or to put up displays etc. Employees are asked to immediately report damage / defects immediately to the Headteacher.