



Bournville Primary School

Health and Safety Policy

Date Ratified: 15th June 2016

Signed By:
On behalf of School Governors

A handwritten signature in red ink, appearing to read 'Henry Smith', is written over the text 'Signed By:'. The signature is cursive and somewhat stylized.

Signed by:
Headteacher

A handwritten signature in black ink, appearing to read 'A. Jones', is written over the text 'Signed by:'. The signature is cursive and somewhat stylized.

Review Date: June 2017



Statement of Intent

It is the policy of Bournville Primary School to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on its premises and outside the school on associated activities.

The school will ensure, so far as is reasonably practicable, that the premises provides a healthy and safe working environment for all students, staff, clients temporary contractors and general public; there are safe systems of work for all employees and pupils; suitable and sufficient work equipment is provided; there are adequate welfare arrangements and also that information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

Bournville Primary School recognises its responsibility to provide adequate control of the health and safety risks arising from school and clients activities. When staff, or pupils operate on behalf of Bournville Primary School, an assessment of risks specific to the schools activities, or tasks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.

All Governors, the Headteacher and all school staff must familiarise themselves with the contents of this statement, organisational structure and the Health and Safety manual as a source of safety information and guidance. Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation.

Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the School Business Manager or Senior Leadership Team.

Bournville Primary commits itself to implementing the Health & Safety at Work Act 1974 and UK Statutory Instruments, as well as any future national or European Union health and safety legislation. The schools competent health and safety representative will provide to the schools management regular information on updates, changes and arrangements, about any revisions to safety legislation.

It is the belief of the school that a positive health and safety culture is of significant benefit to the good performance and safety of the whole school. We aim to encourage, support and develop a positive and proactive approach for pupils, through risk education and awareness.

The organisational structure named on page 2 will ensure that sufficient resources, both financial and physical are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the schools strategy, UK or EU law and any changes will be brought to the attention of all staff.



Organisation

Bournville Primary School recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

Bournville Primary School understands the Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer which is the Governing Body in this school.

The following is an outline of duties and responsibilities that have been assigned to Governors, the Headteacher and other staff.

Governors

The Governors, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters in the school. The aim is to ensure a positive health and safety culture is established and maintained.

They must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors. The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the Agenda for termly meetings.

Governors must ensure:

- a) That in co-operation with the Headteacher, the Health and Safety Policy reflects the status of the school and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary;
- b) That risk assessments are undertaken for any activity that has significant associated hazards and that a written record of such assessments is kept and reviewed regularly;
- c) That sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school;
- d) To ensure that when awarding contracts, health and safety is included in specifications & contract details;
- e) That regular Health and Safety inspections of the premises are carried out;
- f) That the Governing body appoint a Health and Safety Governor and receive an annual audit of health and safety systems and standards from the Headteacher;
- g) Ensuring that health and safety keeps on the agenda by including it intrinsically within business discussions.

Headteacher

The Headteacher is responsible and accountable for the implementation and compliance of this policy within the school.

The Headteacher has responsibility for: -



- a) Co-operating with the governing body to advise on any safety policies that need to be introduced, to enable health and safety policy and ensure procedures are implemented and complied with;
- b) Ensure a positive health and safety culture is encouraged and developed within the school;
- c) Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and other agencies where necessary, in order to inform the development of the overall health and safety strategy;
- d) Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- e) Carrying out health and safety investigations;
- f) Ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training;
- g) Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- h) Reporting to the governing body any hazards which cannot be rectified within the establishment's budget;
- i) Ensuring that the premises, plant and equipment are maintained in a serviceable condition;

The Headteacher may either undertake, or devolve certain tasks to appropriate senior staff or managers within the school. The task of overseeing health and safety on the site has been delegated by the Headteacher to the School Business Manager. It is clearly understood by everyone concerned that, the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the school.

School Business Manager

The School Business Manager must ensure the school meets and adheres to the UK Statutory Instruments, as well as any future national or European Union health and safety legislation, as advised by the schools competent Health and Safety provider.

The School Business Manager is also required to:

- a) To be responsible for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance services agreements carried out on the school premises.
- b) To develop and implement relevant action plans based on risk assessments, outcomes of meetings/ audits and inspections, emergency arrangements and to review existing health and safety policies and procedures in the school, to ensure all staff pupils and contractors adhere to them.
- c) To be responsible for emergency procedures and evacuation of school premises.
- d) To ensure that the school asbestos register and the asbestos management plan is maintained and available as required.
- e) Investigate all serious incidents and liaise with appropriate authorities as necessary.



- f) Monitoring purchasing and contracting procedures to ensure compliance with the schools policy.
- g) Ensure there is a systematic and methodical system of servicing and inspection to maintain workplace equipment in the school.
- h) Ensure that first aid boxes are available in agreed strategic places around the site and that these are inspected on a termly basis, or as required.

Site Manager

The Site Manager is responsible and accountable to the School Business Manager and Headteacher for all matters relating to health, safety and welfare within the sphere of his duties.

The Site Manager's responsibilities are to:

- a) Report to the School Business Manager any defects and hazards that are brought to their notice and schedule action as appropriate.
- b) Inform the School Business Manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work. Ensure relevant information is communicated and shared to third parties or contractors.
- c) Be responsible for coordinating all contractual work and maintenance carried out on school premises, including health and safety matters concerned with other contractors.
- d) In conjunction with the School Business Manager and Headteacher ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
- e) Ensure that all site staff and cleaning staff are equally aware of the schools Health and Safety Policy and that they are aware of any arrangements of the policy that affects their work activities e.g. storage arrangements, materials, equipment and hazardous substances.
- f) Implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the school.

The Senior Leadership Team, Middle Leaders and Line Managers

The Senior Leadership Team, Middle Leaders and Line Managers are responsible to the Headteacher for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following: -

- a) Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all students;
- b) Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements to all staff and students;



- c) Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the PCS Health and Safety Manual CLEAPSS etc., and ensure that all staff are aware of and make use of such guidance;
- d) Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff;
- e) Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- f) Resolve any health, safety and welfare problems members of staff refer to them, and inform the School Business Manager/ Headteacher of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- g) Ensure that equipment, furniture and activities in their area of responsibility are safe and report to the School Business Manager/Site Manager any item of furniture or equipment that has been identified as unsafe.
- h) Checking the adequacy of fire precautions and procedures in liaison with the School Business Manager/Headteacher. Ensure that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- i) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- j) Establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- k) Develop a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available. Making known to the CPD Leader any identified training needs.
- l) Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

Teaching Staff, HLTAs in charge of classrooms and Supply Teachers

Teaching Staff, HLTAs in charge of classrooms and Supply Teachers are responsible to the Headteacher and Middle Leaders for the health and safety of themselves, other staff and pupils, and activities under their control. In order to achieve this, their duties include the following:

- a) Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all pupils;
- b) Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood.
- c) Carry out safety briefings, refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seek information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to.



- d) Ensuring that all pupils and classroom staff are aware of the general health and safety requirements of the school and the detailed requirements, or arrangements for activities relevant to them.
- e) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- f) Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid and accident or incident reporting.
- g) Setting an example by personally following safe working practices.
- h) Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- i) Ensuring that all electrical equipment is visually checked before use.
- j) Reporting to the School Business Manager and/or Headteacher any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced.
- k) Integrating all relevant aspects of Health and Safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons.
- l) Highlighting any training needs deemed necessary to fulfil their role to their line manager.
- m) Establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.

Employee Duties

Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- a) Take reasonable care for the health and safety of themselves and others in undertaking their work.
- b) Comply with the school's health and safety policy and procedures at all times.
- c) Report all accidents and incidents in line with the reporting procedure.
- d) Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- e) Report immediately to their line manager any shortcomings in the schools arrangements for health and safety.
- f) Co-operate with the schools management on all matters relating to health and safety.
- g) Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.



- h) Inform the schools management if something happens that might affect their ability to work. e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant.
- i) Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- j) Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- k) Refrain from 'horseplay' or unsafe practice that could result in an accident.

First Aiders

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary. First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident.

Priory Community School Enterprises Ltd - Health and Safety Department

Priory Community School Enterprises Ltd. have been contracted to provide an effective health and safety service, as published within the Service Level Agreement for Bournville Primary School.

Jo Crickson, Health and Safety Manager and Guy Littlemore, Health and Safety Advisor are responsible for providing this service to the school.

A summary of the Service Level Agreement is to: -

- a) Provide timely health and safety advice, support and training to the school and their staff. Ensure that all governors and staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect.
- b) Undertake pro-active monitoring such as workplace inspections / audits and health checks, by applying the test of reasonableness. Explaining and offering constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the strategic health and safety plan for the school.
- c) Advise on the risk assessment process and encourage the recording of risk assessments and control measures. Provide a review of risk assessments, or areas that could influence changes to policies guidance and working practices.
- d) Manage and report all major accidents under the requirements of RIDDOR, (The Report of Injuries, Diseases and Dangerous Occurrences Regulations 1995).
- e) Assist and advise on investigation of all reportable accidents and changes to systems to prevent a re-occurrence. Identify trends and advise on concerns and training needs.
- f) Liaise with any enforcing authority, the HSE, insurance organisations, or other agencies on the schools health and safety arrangements.



ARRANGEMENTS

Detailed below are the arrangements for ensuring that the aims and objectives of the school's Health and Safety Policy are implemented, to secure a safe and healthy working environment. Additional detailed guidance on arrangements can be found in the PCS Health and Safety Manual (<http://pcs-enterprises.org.uk>). However, the following are the schools specific arrangements that have been identified.

Law Poster

The Health and Safety Information for Employees Regulations requires the school to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in the staff room and school office.

1. Accident Reporting, Recording and Investigation

- All accidents must be reported to the School Business Manager.
- All accidents should be recorded in an accident book. The pupils accident book is located in the school office. The staff accident book is located in the school office.
- The accident forms are located on the PCS website.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by the School Business Manager.
- Fatal or major injuries must be reported immediately by telephone to PCS Enterprises Health & Safety Department (01934 529355) and an accident form completed. When necessary, parents / carers or other persons should be notified of the pupil's accident.
- Details of all accidents are brought to the attention of the schools Finance & General Purposes committee (F&GP), where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.
- Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately by telephone to PCS Enterprises Health & Safety Department (01934 529355)

2. Asbestos

- The school is a new build opened in 2010 and the main school building does not contain any asbestos.
- The caretakers house was surveyed in 2012 and no asbestos found but it is understood that this does not guarantee that the building is asbestos free.
- The asbestos survey is located in the school office and the Site Manager's office.
- The Site Manager has attended Asbestos Awareness Training, and will undertake regular refresher training.
- Any contractor required to undertake works that may disturb the fabric of the Caretaker's House building will be required to sign and confirm they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking.
- An asbestos management plan is located with the asbestos survey in the school office and Site Manager's office.
- For refurbishment works to the Caretaker's House, a Refurbishment / Demolition (R & D) asbestos survey will be used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or the whole building if demolition is planned. The survey will be fully intrusive and involve



destructive inspection, as necessary, to gain access to all areas including those that may be difficult to reach.

3. Contractors and Visitors

- All visitors and contractors must report to the main office. They will be signed in and be given an identity / visitors badge and a health and safety leaflet.. On leaving the site they will be required to sign out and inform the Site Manager of the work / actions that have been carried out and any further work that is required. If the Site Manager is not available information should be given to the school office.
- Before contractors are selected by the school, the school will make sure that they not only have a good work record, but also a good health and safety record. The school has a contractors pack to satisfy themselves that contractors are competent to carry out the job safely and without risk to the school or themselves. The school should formally ask the contractor:
 - What experience they have in this type of work and seek recommendations, if appropriate
 - What are the contractor's health and safety policies and practices.
 - Have they had any recent accidents
 - What are their emergency procedures and first aid arrangements
 - What accreditations, membership of trade body, qualifications the contractor has achieved
 - Has an independent organisation made an assessment of their safety arrangements e.g. Exor or Contractor Health and Safety Assessment Scheme (CHAS)
 - Have in date DBS checks been undertaken for employees working within the school
 - What is their selection process for sub-contracting work, if appropriate
 - Do they have in date Public Liability Insurance and Employers Liability Insurance and what are the limits of the cover.
 - Do they have safety method statements for the work activities.
 - Do they have safety policies and safety record systems.
 - Has the contractors any references from other school projects.
- Essential safety matters must be agreed in writing, and extra care taken in assessing competence and defining the work. Before the contract is placed, there may need to undertake pre-contract investigations / discussions based on the work, such as asbestos surveys, ground surveys, etc.
- In addition, when contractors arrive on site to commence work the school will ensure the following:
 - That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.
 - Any changes to the work activities will be discussed with the Headteacher, or school representative, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
 - Any contractors, sub contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the schools Health and Safety Policy.
 - A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.
 - Specifically hazardous works e.g. 'hot work' are governed and monitored via a 'Hot Work Permit' between the school and contractor.



4. COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site is compiled and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- Any new products that are brought into the school that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage will require a risk assessments to be undertaken.
- COSHH risk assessment forms are available on the PCS website.
- Details of products used by the caretaker / site staff are kept by the Site Manager with a copy provided in each cleaning cupboard / site staff area.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.

5. Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of the Site Manager using a maintenance report form so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the Site Manager using a maintenance report form, so it can be logged, actioned and monitored.
- Maintenance report forms are available on the teacher drive and from the school office.

6. Display Screen Equipment (DSE)

- The School has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff.
- For 'users' a DSE assessment should be carried out by their line manager or as a self assessment.
- DSE assessments will be reviewed annually; or where equipment changes, or office layouts change or when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician paid for by the school (and corrective lenses if required specifically for DSE use).

7. E-Safety

- E-Safety is recognised as an essential aspect of strategic leadership in the school and the Headteacher, with the support of Governors, aims to embed safe practices into the culture of the school. The Headteacher ensures that the Policy is implemented and compliance with the Policy monitored.

8. Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the Site Manager or School Office using a maintenance report form stating clearly that it is an electrical hazard.. Any faulty fittings (e.g. cracked sockets etc) should be isolated and labelled for repair.



- Portable appliance testing is carried out annually by qualified electricians/competent staff as part of the compliance contract..
- Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.
- The PAT register is kept in the compliance folder in the school office. During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected every five years.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where it is necessary to use extension lead this must be only as a temporary measure. Extension leads should be fully unwound.
- Hirers of the school's facilities / rooms, contractors and visitors must ensure that any electrical equipment they bring in to the school must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

9. Fire and Emergency Procedures

- The school has a separate Fire Policy.
- The responsible person is the Headteacher
- The assembly point for staff and pupils and school visitors is the playground. The assembly point for kitchen staff, the locality team and their visitors is the school car park.
- Trained Fire Marshals have been nominated designated areas of responsibility in the event of a fire.
- Each week the alarm will be tested by the site team to ensure that it is effective. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the fire log book.
- Fire drills must be carried out three times a year to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the fire log book.
- The fire extinguishers and emergency lighting are formally inspected annually as part of the compliance checks. Weekly and monthly checks should be undertaken by the site staff. Details should be recorded in the fire log book.
- The fire log book is kept in the school office. Full and detailed records are kept of evacuations; call point testing, alarm system servicing, firefighting equipment checks etc.
- Emergency exit routes have clear pictorial signage.
- Emergency exit routes should be free from obstructions.
- Final exit doors must be unlocked whilst there are people in the building.
- The use of display materials or pupils school work along emergency exit routes should be controlled.
- Decorations, display materials or pupils school work must not be placed near temporary heaters, suspended light fittings or obscure fire signage, exits or call points.
- All visitors spending any length of time in the school should be made aware of emergency evacuation arrangements in the event of a fire.
- The location of mains isolators and explosive substances such as gas supply pipes, butane gas cylinders, highly flammable substances should be known and recorded.
- Should the emergency fire services attend the school in the event of a fire, the Senior Fire Officer must be informed of all relevant information. If there is any person still in the building, location of asbestos containing materials, chemical store rooms, gas and electricity supply.



If you discover a fire:-

- Activate the nearest fire alarm call point. On sounding the alarm the fire brigade will be summoned automatically
OR
Go to the nearest telephone and dial 999. State your name, location, nature of emergency, contact telephone number and any relevant information. Do not hang up until all information has been confirmed.
- All staff, pupils and visitors must leave the building immediately. Assembly point(s) have been designated and all staff must ensure they know the location of the assembly point.
- Fire Marshals will check designated areas in the school to aid the evacuation while on their way to the assembly point.
- Report to the person in charge at the assembly point and provide them with all relevant information about the location, nature of the fire and if there are any persons still in the building.

Action on Hearing a Fire Alarm

- Teacher, Fire Marshal or responsible adult will supervise children leaving the building by appropriate exit closing the door when the last person is out.
- Proceed to assembly point in the playground
- Walk quickly – Do not run
- Keep calm
- Do not stop to collect any personal belongings
- Registers will be taken to the assembly points by office staff and distributed to teachers for roll call
- If the fire brigade have been called there must be clear access to the site by emergency services
- If the site team discover a fire when the school is unoccupied they must sound the alarm and call the fire brigade
- The Headteacher must be informed of any 'out of hours' incidents immediately

10. First Aid

- The details of the appointed person(s) who holds the nationally recognised qualifications are displayed in the school office and staff room. These named persons are qualified to administer first aid to casualties.
- Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites. The First Aid room is located in the school office
- First aid boxes are located in the following points:
 - School Office
 - Nursery Office
 - Reception Classrooms
 - Year 1 Classrooms
 - Year 2/3 Corridor
 - Year 4/5 Corridor
 - Year 6 Corridor
 - The School Kitchen
 - The Community Kitchen
 - The staffroom
 - The Haven
 - On the School Bus
 - The XTND Pod
- The nominated first aider ensures that there are sufficiently stocked first-aid boxes and they ensure that the contents of the first-aid boxes are replenished as and when necessary. First aid boxes do not contain any medication, tablets creams or ointments.



- If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents/guardians cannot be contacted.
- The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements)

11. Glass and Glazing

- It is the responsibility of the Site Manager to arrange or carry out a glazing survey of glass in 'critical locations' around the school. Action any findings.

12. Infectious Diseases

- The Health Protection Agency poster on guidance on infection control in schools and other childcare setting is located in the school office.

13. Kiln

- Key staff are trained and competent to use the kiln and a risk assessment for the kiln is displayed in the kiln room along with operating and emergency procedures
- The kiln is inspected annually as part of the compliance contract
- Personal protective equipment in the form of thermal gloves are available and located in the kiln room.

14. Lettings

- All lettings must be approved by the School Business Manager/Headteacher.
- Conditions for lettings are set out on the Letting Form which must be completed accordingly.
- Details of the schools emergency contact details are provided to the hirer.
- Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers risk assessments may be requested.
- Adequate insurance is required from any hirer.
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building.
- Please refer to the Lettings Policy for further advice and guidance

15. Lone Working

- Please refer to the Health and Safety Manual for further advice and guidance

16. Manual Handling

Staff must :-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Expectant mothers must undertake manual handling activities in a safe manner.
- Staff who have medical conditions and or have recently received surgical operations must not undertake any unsafe manual handling activities.
- Staff are required to assess any unsafe / hazardous manual handling operations.
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, would benefit from suitable information and training.



- Staff must ensure they are physically capable of safely completing a manual handling task.
- A manual handling risk assessments should be carried out and recorded on all those handling activities that may pose a risk of injury to school staff. They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.
- When staff are required to handle goods (stock, furniture) that may be hazardous, they must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.

17. Medication

- Please refer to the Medications Policy for further advice and guidance

18. Play Equipment

Gym Equipment

- All staff should check the PE apparatus before use.
- The PE equipment is inspected annually and a record of the inspection is kept

Outdoor play equipment

- External play equipment will only be used when supervised.
- The sand pit will be checked daily when in use for contamination by animals. It will be kept covered overnight
- Play equipment will be checked monthly by the Site Manager for any apparent defects and a record of the inspection kept in the site managers office.
- Staff supervising children using the playground will report any contamination by animals or play equipment defects to the school office.
- The outdoor play equipment is inspected annually and a record of the inspection is kept in the school office.
- The school has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to pupils and reinforced when appropriate.

19. Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charged where is it identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.
- The Head of Department or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

20. Risk Assessments



- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive and in a folder located in the school office
- Blank risk assessment forms can be found on the PCS website.
- Each department should have a copy of the risk assessments relevant to them.
- Staff are involved in the adoption, review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed annually as a minimum.
- A specific risk assessment for expectant mothers will be undertaken.
- All school trips or learning outside the classroom activities will have recorded risk assessments. (See school trips section).
- Every off site visit taking place after school hours, of a medium/high risk or for residential will be assessed.

21. Safeguarding

- The Governing Body fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- The school has a Safeguarding Policy which is reviewed annually.
- The Designated Safeguarding Officer(s) are Chris Chaffey and Adam Matthews.
- All staff have received safeguarding training.
- Please refer to the Safeguarding Policy for further advice and guidance.

22. School Trips/off site activities

- The school has a School Trips Policy which is reviewed annually.
- The named competent person nominated as Educational Visits Coordinator (EVC) is Sian Charles.
- Activities will be lead by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary risk assessments before departing.
- The EVC will be provided with all relevant information and risk assessments for school trips or off site visits.
- The school uses the EVOLVE on-line system for residential trips via PCS enterprises.
- For Category C trips the Headteacher will 'sign off' the trip. (Reference to the Schools Trip Policy should be made.)
- Category C trips are sent to the Health and Safety Advisors for spot check review.
- Pupils will be briefed about the off site visit, together with expected behaviour rules.
- Staff will be fully briefed about the off site visit.
- Adequate staff to pupil ratios will be assessed.
- Parents will receive relevant information about the off site visit and the requirements of the parents to provide suitable and sufficient clothing, refreshments or other facilities.
- Advice from the SENCO is sought if applicable for individual pupils.
- Volunteers on any off site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information from the risk assessment, or a copy of the risk assessment.
- All staff will be DBS vetted.



- All volunteers will be DBS vetted if appropriate or will have completed the school's volunteer registration process.
- Please refer to the School Trips Policy for further advice and guidance

23. School Transport / Minibus

- Staff driving the minibus must ensure pre-use checks of the vehicle are undertaken and recorded. Any defects or concerns should be reported to the School Business Manager immediately. During school holiday periods defects should be reported to the Site Manager.
- Checks are carried out on an annual basis by the School Business Manager that drivers hold a current and valid driver's licence, have undertaken MIDAS training (if driving the minibus), hold appropriate business insurance and an MOT where relevant.

24. Smoking

- The school is a non smoking site.
- The school does not allow e-cigarettes to be used on site

25. Staff Consultation

- The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters.
- There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the proceeding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

26. Wellbeing

- Governors will include workplace stress and wellbeing as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, Governors, in consultation with the Headteacher, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- The schools will encompass the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance.
- Occupational Health is available to staff and should be contacted when required.
- Please refer to the Managing Attendance Policy for further advice and guidance.

27. Violence to Staff

- The Headteacher and Governors are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Headteacher.
- Staff are asked to keep a record of such episodes.



- An accident report form should be completed. A form is available on the PCS website.
- Appropriate steps will be taken by the Headteacher to deal with such a situation.
- The school may refer to their legal department for any incidents of violence and aggression to staff. A letter may be sent to any violent or aggressive person informing them of the schools position and any arrangements for sanctions or exclusions.

28. Water Hygiene

- A copy of the Legionella risk assessment is located in the School Office
- The compliance contractor is employed to carry out many of the requirements of water testing under L8 guidance
- The Caretaker carries out weekly flushing and temperature recording.

29. Working at Height

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk to as low as possible.
- Risk assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the individual undertaking the work and their line manager to ensure this takes place.
- Staff should have access to kick stools, small steps or ladders.
- The Site Manager carries out regular inspections of the ladders and records these checks
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and ensure that they wear the correct clothing and footwear
- Pupils are / are not permitted to use access equipment.
- Contractors are expected to provide their own equipment and will not be permitted to use the schools equipment.

30. Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes.
- Staff and the site team are responsible for carrying out pre-use visual check of the equipment within their department, which should be recorded.
- Employees must not provide their own equipment.
- Line managers must ensure that any such equipment within the department is used appropriately and training or refresher training should be provided if required by the user.
- Line managers are responsible for ensuring a suitable and sufficient risk assessment has been carried out prior to the use of such equipment. Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.
- Personal Protective Equipment must be provided free of charge if required.

31. Work Experience Pupils

- The school welcomes work experience pupils and there is a designated person responsible for coordinating work experience arrangements.



- A Health and safety induction to work experience students and a work placement risk assessment will be undertaken..
- Work experience placements will be monitored / supervised by the class teacher, support staff they are assigned to and liaise if necessary with the nominated person.

32. Pond

- The pond is in an enclosed area which is fenced and access is restricted
- Gates to the pond will be locked during school hours and access gained by authorised persons
- Children will only be allowed access with an adult to supervise
- Children and adults who have worked in/near the pond are required to wash their hands on leaving the pond

33. Workplace Inspections and Premises Risks

- The School Business Manager and a Governor representing the Governing Body will undertake regular safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action. The School Business Manager and Headteacher will ensure that hazards associated with premises are monitored and controlled.
- A named Governor will be involved / undertake inspections on a termly basis (three times per year) and report back to the F&GP Committee with a written report.

34. Health and Safety Committees

- The health and safety committee is part of the F&GP Committee. The committee focuses on pulling together all the separate areas and systems of health and safety management, and provides the overarching overview to successful management of this area.
- The Safety Committee may include: -
 - Chair of Governors (or member responsible for health and safety matters)
 - Headteacher
 - School Business Manager/Bursar
 - Trade Union Staff and Manual (if applicable)
 - Safety Representative(s)
- The standard agenda items for a school health and safety committee meetings is:-
 1. Any accidents of note since the last meeting, how many accidents in total and are there any trends.
 2. Are there any building works/modifications planned and what are the Health and Safety implications of this project? Has all the necessary paperwork been completed.
 - From the Pre-Qualification questionnaires to the design phase risk assessments; to risk assessments method statements for the job itself and selection of project manager.
 - Is the job notifiable under Construction Design Management Regulations 2007, if so had a CDM Coordinator been appointed etc.
 3. Risk assessment progress and review
 4. Training needs
 5. First Aid provision / qualifications etc
 6. Any school trips taking place and has this been assessed and authorised
 7. Inspection findings and required actions.
 8. Findings of any compliance issues

35. Compliance



- The schools compliance arrangements are managed by the School Business Manager in conjunction with the Site Manager / Caretaker. A compliance contract will be appointed on an annual basis.

36. Health and Safety Training

- Health and safety training is managed, recorded and assessed by the School Business Manager. The school recognises that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture. Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff and Governors. Recording when staff and Governors have completed relevant training, assists the school to complete a training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety.
- A training matrix is available on the PCS Enterprises Health and Safety manual.

37. Construction (Design & Management) Regulations

For all projects, commercial clients must:

- make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
 - appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability
 - allowing sufficient time and resources for each stage of the project
 - making sure that any principal designer and principal contractor appointed carry out their duties in managing the project
 - making sure suitable welfare facilities are provided for the duration of the construction work
- maintain and review the management arrangements for the duration of the project
- provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project
- ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins
- ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.
- For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), commercial clients must:
 - notify HSE in writing with details of the project
 - ensure a copy of the notification is displayed in the construction site office.