



BRIGSTOCK LATHAM'S
SCHOOL

Health & Safety Policy

Forward thinking and creative; valuing faith, tradition, community and achievement.

1. Introduction

Statement of Intent

The prime aim is to ensure that all staff, pupils and visitors have a working and learning environment which is safe, secure and without risk to health

Responsibilities

The Governing Body has overall responsibility for health and safety and will ensure health and safety has a high profile by:

- Ensuring adequate resources for health and safety are available
- Consulting staff and provide training opportunities
- Monitoring and review health and safety

The Headteacher has responsibility for implementing the Health and Safety Policy and in particular will ensure that:

- employees are reminded of their responsibilities as defined in the Health & Safety Policy
- departmental guidance and Codes of Practice are followed
- routine and regular safety inspections are carried out and the reporting procedures are followed
- employees are provided with suitable and sufficient information, instruction, training and supervision
- safe systems of work are established and operated
- all accident and incident reporting procedures are followed
- the Governing Body is provided with regular and routine Health & Safety reports

- all reasonable precautions are taken to ensure the Health & Safety of all non-employees within the establishment

In the absence of the Headteacher, a nominated member of staff will assume the above responsibilities.

All staff will:

- carry out their duties in accordance with the Health & Safety Policy
- co-operate with management on matters of a Health & Safety nature
- do not misuse anything provided for safety
- use plant, equipment and substances correctly and use the appropriate safety equipment
- inform the Bursar or Cleaner in Charge of any defective equipment, safety hazard or damage in their area.
- report all accidents, whether serious or not, to the Health & Safety Officer and Headteacher and record in First Aid Book
- take reasonable precautions to ensure the safety of all persons within their charge

General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The Bursar or Headteacher will liaise with contractors as appropriate.

A yearly check will be carried out by a governor, the Headteacher and the health and safety representative to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

The yearly check will be used to prioritise need and to inform planning.

All staff will carry out monitoring on a day to day basis.

The Health and Safety Officer will monitor school grounds and premises daily.

Monitoring by governors will be via the Resources Committee and the Headteacher's Report.

The policy will be reviewed annually.

2. Equipment

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Office staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Headteacher.

Electrical equipment will be tested annually. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

Display Screen Equipment (DSE)

Regulations that cover the use of display screen equipment are covered by the Health and Safety (Display Screen Equipment) Regulations. The Head Teacher will ensure the following arrangements are followed:

Any employee that uses a computer receives information on health and safety relating to display screen equipment use (see Appendix D, Workstation Set-Up Diagram).

DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for:

- all staff that use display screen equipment as a significant part of their normal work, and
- those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily; have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration.

Actions identified in self-assessments are implemented.

Self-assessments are reviewed regularly, when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used).

Self-assessments are repeated if there is a reason to suspect they may no longer be valid e.g. if a user starts complaining of pain or discomfort.

The school ensures training records are maintained.

Water Management (Control of Legionnaire's disease)

The school will ensure that the legislation surrounding water management as detailed in the **CoSHH Regulations** and **Approved Code of Practice L8** are fully complied with, in particular:

The Head Teacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the school Bursar and specialist external contractors.

The school will ensure a suitable and sufficient assessment is carried out to identify and assess the risk of exposure to Legionella Bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

The assessment will include identification and evaluation of potential sources of risk and the particular means by which exposure to legionella is to be prevented; or if prevention is not reasonable practicable, the particular means by which the risk from exposure to legionella bacteria is controlled.

The risk assessment will be reviewed at least every 2 years and/or when the situation changes or if for any other reason it is believed that the original assessment may no longer be valid.

Where the risk assessment shows that there is a reasonable foreseeable risk and this cannot be totally eliminated, there will be a written scheme for controlling the risk from exposure. This scheme will specify measures to be taken to ensure that it remains effective.

In certain situations, safe guards for the prevention of scalding may be in conflict with the controls in place to prevent the proliferation of Legionella and the school ensures that these circumstances are appropriately managed by having thermal mixing valves installed.

The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

Electrical Systems and Equipment

The school maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by a competent contractor with records maintained.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The School's defect reporting procedure is followed as required.

Moving and Handling

The school will ensure that the legislation surrounding the moving and handling of both persons and inanimate objects as detailed in the **Manual Handling Operations Regulations** are fully complied with. The Head Teacher will ensure the following arrangements are followed:

Moving and handling is avoided whenever possible.

If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.

Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained.

Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.

Any defective equipment is taken out of use until it is repaired or is replaced.

An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.

Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

PE

Clothing

All children will change into suitable clothing for the activity in which they will participate. Long hair should be tied up.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. A watch may be worn if it is named and not of any great value.

It is advisable to collect all such items prior to the lesson and store safely.

Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

4. General Safety

School Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. The school gates are locked at 9.10 a.m. and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitor's badge must be reported to the school office.

Access on to the school site is via the intercom on the school gate which can be seen from the school office. Access to the main school building is via the intercom on the main entrance door.

Contractor Management

Regulations that cover contractor management for construction and refurbishment projects are covered by the Construction (Design and Management) Regulations.

The school follows the Local Authority's Contractor's Guidance and will notify its health and safety consultant of all contracts other than routine maintenance and repairs.

Where practicable, all contractors used on site will be registered with Safety Schemes in Procurement (SSIP) or an approved equivalent.

If a contractor that is not registered with SSIP is to be used, the school will undertake a thorough assessment of competence (it is only recommended that non-SSIP approved contractors are used in exceptional circumstance or for non-building related contractors).

Before work commences, pre-contract meetings will be held between the school and the contractor, with an attendance list and documented minutes being kept.

The school will provide all contractors with relevant information regarding the building such as the local asbestos management plan, asbestos locations, known services, fire and emergency plans, details of first aid provision and accident/assault reporting procedures.

Before commencement of any contract work, a member of the school's staff will complete a contractor induction form with each individual contractor. A Contractor Induction Pack will be issued.

The school and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.

The school will visually monitor works to ensure that work is undertaken safely and will report any concerns to the project/contract manager and the Head Teacher.

If the school is concerned that any works being undertaken appear to be unsafe they will request that works cease until further advice has been sought.

At the end of the works, the project/contract manager must provide the school with relevant documentation relating to the work undertaken e.g. asbestos removal certificates, manufacturers' instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.

Vehicles

Parents are not allowed to bring their cars onto the school site before school starts and when collecting children at the end of the school day. Special permission by the Headteacher may be granted for mobility problems.

Parents collecting children who are injured or unwell should use the designated car spaces. Where possible, staff cars should be parked in the space available on Bridge Street.

Wherever possible deliveries should be made once the children are safely in the building. All vehicles on the school site should park safely.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark. A member of the senior leadership team should be informed if out of school hours.

Any one lone working on a regular basis should be equipped with a personal mobile phone.

Security lights are in operation around the school building.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is onsite and is concerned about people on or about the site they should telephone the police if concerned about their own or the school's wellbeing.

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed at [Appendix A](#).

Evacuation Procedures

Evacuation procedures, detailed at [Appendix B](#), are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan which is displayed in classrooms and other rooms in school.

5. Supervision of Children

School Hours:

Morning Session 9:00 a.m. - 12.00/12:15 p.m.

Morning Break 10:45 a.m. - 11.00 a.m.

Afternoon Session 1.15 p.m. - 3.30 p.m.

Key Stage 1 Afternoon Break 2.45pm – 3:00pm

Children should not arrive at school before 8.50a.m unless they are attending a morning extra-curricular club.

Children who attend before or after school provision will be supervised at all times by the provision coach. A member of staff will also be on site at all times during this time.

Duties

A teacher is on the playground from 8.55am each morning to supervise the children. The bell is rung at 9:00 a.m.

At 3.30 p.m. Reception and Key Stage 1 teachers supervise the children leaving school. Any child waiting to be picked up must wait in the school reception area. Staff must phone emergency numbers after 3.40pm if it is not known why there has been a delay.

At break times two members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

Outdoor Duty: The bell should be rung promptly at the end of break. Staff will then instruct classes to re-enter the school building.

Indoor Duty: If it is a wet playtime, staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.

All members of staff are responsible for making sure that their classroom is clear of children.

All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

The Playground rota is on the staff room notice board.

Lunch-time Supervision

All staff will provide support at lunchtime when necessary.

All staff have a collective responsibility at all times and should speak to children and support the lunchtime staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised by a class teacher.

6. First Aid

Health and Accidents to Children or Staff

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The school has trained first aiders both workplace and paediatric.

First aid and medical treatment is available in the First Aid area.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin

First aid boxes for school journeys are stored in the first aid area as well as other items required to be on hand during a journey

If a child receives a bump to the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

All accidents to children must be recorded in the Accident Log, which is kept in the First Aid Area, of all actions taken. If a child has to go to hospital as a result of an accident a telephone report must be made as soon as possible to the LGSS Health and Safety Team on 01604 368136.

Accidents to staff must be reported to LGSS Health and Safety Team. Details of reporting procedures together with the relevant form are kept in the office filed under Accidents.

Medication Policy

If a child requires prescribed medicines whilst in school, the parent must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the school office. Once completed these forms should be kept in the Medication Administration Record file in the staff room.

All medication should be stored safely and in the fridge if necessary.

All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the Medication Administration Record File in the staff room.

It is the responsibility of the class teachers and teaching assistants to ensure children have access to inhalers/medicines on any off-site visits.

Allergies

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately.

Headlice

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

7. Staff Health and Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Headteacher or the school's health and safety representative as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff is held in the school office.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use and is stored behind the curtain in the school hall.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document).

Violence

Staff should always take steps to minimise the possibility of violence in school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

8. Off Site Activities

Please also refer to separate Educational Visits Policy.

Any visit off site must be approved by the Headteacher.

For any visit to take place off the school site, a letter home requesting permission is required. At the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. The list(s) should also include the registration number of any vehicle(s) involved.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

Where transport is by car (either teacher or parent) a Car Insurance Confirmation Form should be completed. These are available from the school office. Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, school must know that car registration too.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted; adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach or in the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and cup; Paper towels and hankies; and 'Sick bags'.

NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

9. Critical Incidents

The school has in place contingency measures for critical incidents. Please see Critical Incidents Policy.

Signed _____

Chair of Governors

Signed _____

Headteacher

Policy Reviewed and agreed – 16th December 2019

Next Review – December 2020

APPENDIX A

Fire Policy Statement

Brigstock Latham's Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments

The Fire Officer will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).

The named Fire Officer is the Deputy Head Teacher, or in their absence, the Headteacher. The Health and Safety Representative is the bursar.

Copies of fire evacuation plans are posted in classrooms and other rooms in school.

The fire alarm is tested weekly by the Headteacher or Deputy Head Teacher and recorded in the Fire Manual, which is kept in the school office.

A fire drill is completed once a term (x3 per academic year). A record is kept in the Fire Manual which is kept in the school office.

A fire safety risk assessment is carried out by the Premises Officer and the Health and Safety governor each year. A report is then presented to the governing body.

Fire exits and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

APPENDIX B

Evacuation Procedures

The overall aim is to save life; therefore, evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Manual which is kept in the school office.

On hearing the alarm:

Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.

Children will line up facing away from the school building in their year groups.

Ensure that the classroom is empty before leaving.

Everyone on site, children and adults, must leave by the nearest exit.

Office staff will call the fire brigade.

Two designated members of staff will check the children's toilets are empty.

The office staff will issue registers and check signing in book for roll call by class teachers at the assembly points. The Headteacher or designated member of staff will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately. Office staff will update electronic registers with any child arriving after registers have closed.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

APPENDIX C

If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.

Children will line up facing away from the school building in their year groups.

Everyone on site, children and adults, must leave by the nearest exit.

Office staff will call the fire brigade.

Office staff will issue registers and check the signing in book. Staff with the help of the lunchtime supervisors will carry out roll call at the assembly point.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

APPENDIX D

APPENDIX 3

Workstation Set Up Diagram

