



Brandesburton Primary School Health, Safety and Welfare Policy

At Brandesburton Primary School we recognise that making appropriate provisions for the health, safety and wellbeing of its employees and pupils is an integral part of our activities.

This policy should be read in conjunction with the Children, Families and Schools Directive Health and Safety Policy. It was developed through a process of consultation between the staff and has the agreement of the Governing Body.

1. INTRODUCTION

We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA takes responsibility for protecting the health and safety of all children, members of staff and visitors.

Implementation of this policy will contribute to the performance of the school by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

To achieve this, the school will:

- Set and maintain high standards for health and safety by controlling workplace hazards by assessing risks and establishing risk control measures which are suitable and sufficient;
- Ensure that all employees are informed of these standards by communication and consultation;
- Ensure that all employees understand their responsibilities and discharge them with care;
- Provide adequate levels of training and instruction to ensure that employees are competent to carry out their duties;
- Assess health and safety performance.

a).The Governing Body will ensure that a high standard of Health and Safety is maintained in the school.

The Governing Body will:

- Decide policy
- Give strategic guidance
- Management of health and safety, reporting back to the Governing Body.
- Ensure adequate resources for health and safety are available.

The Health and Safety Link Governor is Mr M Fish

b). The Headteacher will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school
- Report to governors on pertinent issues through the full governing body meetings.
- Report any accidents and incidents of violence to the Governing Body on a termly basis.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Governing Body.
- Ensure relevant staff has access to appropriate training.
- Meet with the School Business Manager on a regular basis to manage site issues, as necessary.
- Report to the School Business Manager any defects and hazards that are brought to their notice, and engage a process to sort them out.

c). The Health and Safety Co-ordinator will ensure the day to day co-ordination of the School's Health and Safety Policy, including:-

- Regular inspections.
- Risk assessments.
- Liaising with contractors.
- Initiating action on reported hazards and accidents.
- Fire and emergency procedures.
- Maintaining an accurate record of Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the school's agreed policy **prior** to the commencement of their duties.
- Ensuring first aid certificate/training is up to date.

d). Health and Safety Representatives - (no legal responsibilities at all). Any Safety Rep. will carry out his/her own inspections, investigations, and to make reports to the Headteacher etc.

Site Representatives:	Karen Janes (School Business Manager)
	Richard Todd (Caretaker)

e). The School's **First Aid Cover** is provided by:-

Lead First Aider Mrs. B Prince, Mrs J Atkinson, Miss D Taylor, Mrs K Hammond, Mrs K Irvin, Mrs L Campey, Miss T Cromie.

f). **All staff** will:

- Ensure that they have read the Health and Safety Policy
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Report situations which may present a serious or imminent danger to the Headteacher and/or School Business Manager immediately.
- Report any defects and hazards to the School Business Manager, or Headteacher.
- Report any concerns of abuse to pupils to the Headteacher, who is also the child protection officer.
- Complete an Accident or Incident Report, in accordance with LA guidance.
- Inform all staff, via the Headteacher, of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff should also be informed, via the Headteacher/staff present on site.

g). **Pupils are expected to:**

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

h). **Others are expected to:**

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Use equipment safely.
- Report situations which may present a serious or imminent danger to the Headteacher and/or School Business Manager immediately.
- Follow the safety rules of the school.

2. (a) RISK ASSESSMENT

There are several aspects to risk assessment:

- Continuous identification of hazards and risks on a daily basis.
- Assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations.
- Assessment of any new activity or procedure introduced into the School. Testing of electrical equipment will take place annually or as appropriate.

The Governing Body will enable officers of the County Council, or their agents, to carry out risk assessments in respect of landlord items.

(b) SAFETY INSPECTION

- Annual Health and Safety Audit to be undertaken by the Headteacher SBM and Governor responsible for Health and Safety.
- Half termly Health and Safety Inspections of school premises to be undertaken by the Head Teacher or School Business Manager.

3. PUPIL SUPERVISION

Duty Supervision

- At break times at least 2 members of staff will be on duty.
- Lunch time supervision – there will be a minimum of 4 lunch time supervisors.
- At the end of the School day the nursery nurse completes bus duty.

Areas of Special Risk

The School will follow any guidance issued by the LA in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and should all have their own safety codes:

- Technology.
- Science.
- Art.
- P.E.
- Drama.

Illness

(Refer to Medicines in School Policy)

We request that parents notify the school on the first day of absence. If no contact is made then the school will contact the parent.

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the School of any known health problems, e.g. diabetes, asthma etc. This record and care plans are kept centrally in the office. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the hospital.

Pupils taking medicines - the guidance provided by the LA and our school policy are followed. Care plans detail needs of specific pupils.

School visits and 'off site' activities

(Refer to Educational Visits Policy)

The Governing Body will comply with the guidance the LA has issued on:

- Conduct of Outdoor Pursuits.
- The use of mini-buses and coaches.
- Residentials and trips abroad.
- One day visits.

The Headteacher will submit to the Governing Body an EV1 detailing the arrangements for the management of health and safety, and welfare of pupils for all off-site activities prior to the activities taking place. Reports will detail:

- The transport arrangements
- The arrangements for supervision of pupils (including the staff/adult : pupil ratio)
- The arrangement for first aid cover
- The level of qualified instruction and supervision that will be available for activities of special risk.

4. THE SCHOOL CURRICULUM

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in Science, PE and through PSHCE lessons.

Our school promotes the spiritual growth and welfare of the children through the RE curriculum and the daily act of collective worship and PSHCE.

5. SCHOOL SECURITY

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, he/she will contact the police.

6. WELL BEING MANAGEMENT

The Headteacher has an 'open door' policy to discuss ways in which stress can be managed. Referrals may be made to Occupational Health. Staff are also encouraged to contact their union helplines.

7. LONE WORKING

This covers situations in which staff find themselves alone on the site, working without supervision. This would normally be the caretaker, but may apply to staff working out-of-hours on the school premises after the caretaker has left. Staff have a responsibility to take reasonable care of themselves. Staff should be capable of responding correctly to emergency situations and should have access to first aid facilities for treating minor injuries. All health and safety procedures should be adhered to when lone working and no risks should be taken. Any staff working in the building should be aware of the risks and ensure their own safety. Windows and doors should be secure. The caretaker should be made aware of the fact they are on site and when they expect to leave. Staff should assess the risks of allowing another person on to the site without the caretaker present. They should be aware of the nearest and safest exit in case of an emergency. See Code of Practice on Lone Working in Headteacher's office.

8. ASBESTOS

An asbestos report is kept in the school office. This is made available to all contractors on site.

9. EVACUATION OF THE BUILDING

- Fire exits are clearly labelled.
- Fire bells and fire doors are tested regularly by the Headteacher
- A fire drill is practised at least once a term and reported by the Headteacher to the Governing Body.
- Fire appliances are checked annually.

10. HEALTH AND SAFETY DOCUMENTATION

The following documentation is kept in files in the office:

- Corporate Policy Statement – ERYC
- School Policies
- ERYC Codes of Practice
- Fire Protection Folder
- Emergency Lighting Folder
- Test Certificates
- Educational Visits File
- Injury Book
- Alarm Security Folder
- Accident Reports BI 510
- Asbestos Report
- CRB
- AIF 2012
- AIIF 2012
- AIPS 2012
- NMR 2012
- Care Plans
- First Aid Certificates
- Health and Safety Audits
- Health and Safety checks

The following is kept in Head's Office:

- ERYC Health and Safety Bulletins
- Re Educational Visits – DFES/LA guidelines, Risk Assessments, EV Forms
- Risk Assessments

11. REPORTING, MONITORING AND REVIEWING SAFETY

The Health and Safety governor will meet with the Headteacher each term.

Any person on the premises has a duty to report, in the agreed manner, to the Headteacher or the appointed representative any item of concern relating to Health and Safety.

The Governing Body will review this Policy Statement on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LA.

12. SELF FINANCED PROJECTS

Contact the LA for advice re: insurance and legal considerations.

13. ENVIRONMENTAL PROTECTION ACT

Schools must comply with the Environmental Act 1990 and the associated Code of Practice.