



BEMPTON PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Date created	Spring 2020
Created by	J.Jewitt
Review date	To be reviewed on any amendments made

Introduction

Bempton Primary School recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, students and visitors are protected from harm. We are also aware that whilst managing out activities we need to be risk aware, but not risk adverse. Bempton School will provide sufficient resources, time, effort and finance, to ensure that as far as is reasonably practicable:

- It will safeguard the health, safety and welfare of its employees and anyone else who may be affected by its activities.
- High standards for health and safety will be set and achieved by controlling identified hazards, assessing risks, monitoring incidents and accidents, and establishing suitable and sufficient risk control measures.
- Arrangements will be in place to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport.
- Information, instruction, training and supervision will be provided as is necessary to ensure the health and safety at work of its employees and students.
- The school will be maintained in a condition that is safe and without risks to health including; safe means of access and egress and welfare activities.
- It will consult with employees or their recognised representatives about health and safety matters.

This policy will be reviewed on a regular basis and in any event, not less than every two years.

General Guidelines

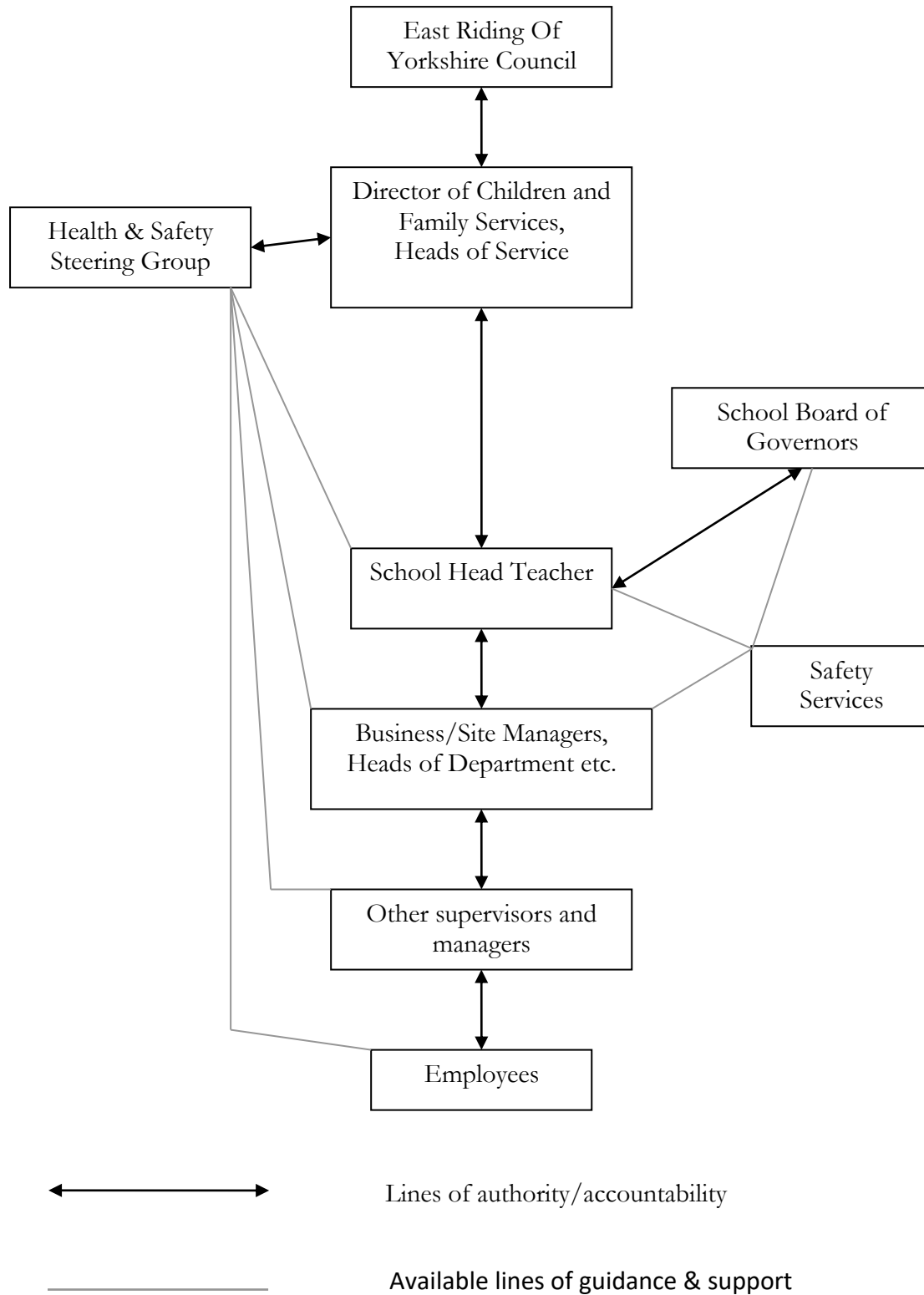
The School will:

- provide a safe and healthy environment in compliance with, or improving upon statutory requirements.
- maintain the cleanliness and state of repair of the building.
- establish and maintain safe working procedures amongst staff and pupils.
- provide safe plant and equipment.
- manage and maintain the use of personal protective equipment.
- provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the School safety procedures, e.g. Health and Safety notices will be displayed at strategic points within the School.
- provide safe storage for dangerous materials and substances.

- provide adequate statutory first aid facilities.
- establish, practice and maintain effective emergency evacuation procedures.
- lay down procedures to be followed in case of accident.
- provide consultative measures to monitor and review the effectiveness of Health and Safety measures.
- carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence.
- liaise with the, LA, and Health and Safety Executive and other official bodies with the aim of improving all aspects of health and safety at work.

Organisation for Safety

Lines of Responsibility.



PROCEDURES FOR IMPLEMENTING THE POLICY

Roles and Responsibilities

School Governors

Governing bodies must act as a corporate body.

The governing body carries out its function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims, objectives and policies and targets for achieving the objectives and reviewing progress.

In maintained schools the local authority has overall responsibility.

The governing body will ensure:

- A Health and Safety Policy has been produced reflecting the health and safety management arrangements specific to Bempton School
- A health and safety management plan is agreed and implemented in line with the Council policy,
- Risk assessments are carried out
- All health and safety matters within school are effectively managed
- Wellbeing of the Head Teacher and all members of staff remains a high priority and that a Wellbeing Policy is implemented and managed effectively at all levels.

Head Teacher

The Head Teacher, under the direction of the governing body, is responsible for implementing the corporate and directorate health and safety policies and the school's health and safety policy. To achieve this, the Head Teacher will:

- Produce and maintain a school specific health and safety policy and supporting safety procedures. Guidelines from Safety Services should be used in the event that the school does not introduce their own;
- Ensure that all health and safety matters within the school are effectively managed;
- Produce, monitor, review and report progress on the school's health and safety plan to the board of governors;
- Arrange for appropriate consultation with employees in the workplace;
- Ensure all new employees receive a suitable and sufficient safety induction;
- Ensure the wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels;
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff;
- Ensure appropriate equipment, tools and protective equipment is provided to enable work to be done safely. Maintain it and where necessary to ensure safety, inspect it appropriately with records of inspections maintained;
- Ensure relevant statutory inspections take place within their school;

- Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure;
- Ensure that an educational visits co-ordinator is appointed and that visits are managed safely;
- Ensure that formal health and safety inspections are carried out at least once each term and remedial action taken where necessary.
- Ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Head Teacher.

Business Manager, Site Managers, Deputy Head etc.

Managers are responsible and will be held accountable for achieving compliance with this policy within their area of service delivery. They are responsible for the duties delegated to them by the Head Teacher. In particular, they have the following responsibilities;

Head Teacher or Deputy Head

In addition to the roles specified within the policy of monitoring and achieving compliance:

- Monitor CPD for all staff is current and procedures adhered to
 - First Aid
 - Team Teach
 - Safeguarding
 - LA guidance is followed e.g. Ladder training; Lone working etc
 - Monitor accident incidences and reporting

Business Manager

Ensuring that all Health and Safety procedures are put in place to ensure compliance

Caretakers

- Security
- Water Management
- Fire Management checks
- Maintain daily / termly / annual premises checks
- And all other associated delegated tasks relevant to the role as directed by the School Business Manger

Employees

Every employee is expected to co-operate with the Council, Board of Governors and the Head Teacher on all aspects of health and safety and in accordance with section 7 of the Health and Safety at Work etc Act take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee: -

- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working;

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others;
- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager;
- Through the Employee Development Review process and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training;
- All employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard to rectify or otherwise make the situation safe,
- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy;
- Report all accidents and any unsafe practices or conditions to their supervisor/line manager.

Arrangements for the Management of Health & Safety

Policy and Guidance

School policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

These arrangements should be read in conjunction with those contained in the Directorate and Corporate Health and Safety Policies.

Health & Safety Advice

Advice is available from the council's safety services section and in addition to visits, e mail and telephone advice, has a range of guidance documents and resources available on their Insight Intranet pages.

Consultation on Health, Safety and Wellbeing

The school will:

- Consult with employees about matters affecting their health, safety and wellbeing,
- Ensure that health and safety is a standing item on all team and management meetings,
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations form a school Health and Safety Committee.

Training

All employees, including temporary and agency employees will receive:

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work. It will include:
 - Emergency procedures
 - 1st aid arrangements
 - Accident reporting
 - Hazard/safety issue reporting
 - Location of policy, guidelines and other relevant documents
 - Relevant risk assessments and safe systems of work
 - Smoking restrictions
 - A tour of the premises/site
 - Other relevant information

- Competency based training – relevant to the individual’s role and development needs will be identified by managers and Head Teachers and delivered by the most efficient means, e.g. specialist courses or local in house team discussions.

Records of competencies, skills and training will be kept for management purposes.

Audits

The school governors and Head Teacher are expected to ensure that the school’s health and safety management systems and records are audited once per year to identify any weaknesses and areas for improvement.

Inspections

Periodic health and safety inspections (including Fire Safety) will be carried out by the Head Teacher, the caretaker and a governor committee. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General health and safety inspections of the premises and site will be carried out at least once, but preferably twice, per term.

Results of inspections, including any remedial actions, will be recorded.

Risk Assessments

All school activities will be subject to a risk assessment and where there are any significant risks identified, they will be recorded.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows

to ensure the health and safety of themselves and others who may be affected.

Health Surveillance

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work related adverse effects from their employment at our school.

Emergency Procedures

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

Accidents, Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE). It is essential that the guidance from Safety Services is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately. Further guidance and documents are available: <http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/accidents/>

Employment of Young or Vulnerable People

The safety of young (under 18 years) and vulnerable people (under 25 years) has to subject to a specific risk assessment and/or a review of relevant existing risk assessments to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

Other Statutory Arrangements and Regulations (Thorough Inspections, Asbestos, Water Hygiene etc.)

Where relevant, the school Head Teacher will ensure that appropriate management arrangements are in place to maintain premises, equipment and systems in a safe condition.

Contractors and Self Help Maintenance or Construction

Visiting contractors must be managed whilst on the school site.

Information about the risks, hazards and control measures (e.g. emergency procedures, asbestos, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged.

School staff must raise any concerns about contractor safe working practices immediately, if it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all permissive protocols (internal, planning, building control, etc.) before activity commences. Such projects must comply with the Construction, Design and Management Regulations which places duties on Clients (the school), designers, contractors etc. The 'Schools Self Help Contract Monitoring Form' must be submitted to Safety Services. Further guidance can be obtained from Safety Services (<http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/construction-design-management/>) or Infrastructure & Facilities.

Safeguarding and Security

The school will have in place measures to safeguard young people, vulnerable individuals and visitors including;

- a policy
- security measures
- vulnerable areas that are well supervised
- appropriate disclosure and barring checks
- visitor signing in and identification arrangements

General Health, Safety and Welfare Arrangements

- Any pupil complaining of illness or who has been injured is sent to the school office for the qualified First Aider to inspect and, where appropriate, treat.
- All incidents, ailments and treatment are reported in the accident book.
- More serious accidents or incidents of violence must be reported to the Head Teacher / Office staff.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious accident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance This should be done on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- If staff are concerned about the welfare of a pupil they should contact the Head Teacher / school office immediately. If an injury has been sustained, the pupil should not be moved.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the school office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.
- All children who have medical conditions are listed in the school office. This should be referred to in cases of emergency and taken to hospital.

Adventure Play Equipment

- Children should always be supervised on the play equipment.
- Children should not use the equipment until a teacher/ member of staff is in attendance.
- Staff should regularly remind children of safe use.
- The Caretaker will monitor the equipment and check for any faults / wear and tear and report to the Head Teacher.

Car Park

- Parents are requested not to bring their cars into the staff car park
- Staff cars should be parked in the marked bays. Other areas should remain clear.
- Wherever possible deliveries should be made once the children are safely in the building.

Hot Drinks

Staff should ensure that they only transport hot drinks around school in a lidded cup. Hot drinks should not be transported when large numbers of pupils are moving around the school. If a member of staff has a hot drink in the classroom then he/she should ensure that a pupil cannot reach it and that it is in a safe position.

Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced studs may only be worn for the first 6 weeks but must be removed or covered with a sticking plaster for PE. After this period then children are not allowed to wear earrings at any time.

Electrical Testing

a) All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually

Lone Working

- All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.
- Staff should ensure that blinds are closed when it is dark.
- When two or more people work late they should try to leave the building together.
- Also see Safer Working Guidelines form East Riding Safeguarding Board

Manual Handling

Pupils, staff and any other supervising adults should only lift equipment within their own individual capability. The school has a trolley which the caretaker will use to transport any heavy goods around the school. Also see Risk Assessments

Meals

- Our school provides the opportunity for children to purchase a school meal at lunchtime. Some parents are eligible to claim free school meals. The children in school are not aware of those that are in receipt of free meals or those that pay.
- Packed lunches can be brought to school and we provide a suitable place for them to eat.
- All children are supervised during this time.

- Our school promotes a healthy lifestyle.

Movement Around School (See school rules)

- Pupils should walk around school quietly.
- No pupils should remain unsupervised in classrooms.

PE Equipment

Gymnastic equipment is checked annually and repaired or removed as appropriate.

PE Safe Practice

- Guidance on safe practice in PE is detailed in the Risk Assessments folders located in the main Office.
- All children should change into appropriate clothing for the activity in which they participate.
- Teachers should, change into appropriate clothing for outdoor games. This sets a good example to the children and allows for a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

Playground

- Children follow the playground rules listed.
- Only agreed ball games are allowed on the playground during lunchtime. They are allowed when the field is in use as the space is bigger.
- Staff actively encourage children to play safely and discourage fighting or other rough games.
- A minimum of two members of staff to supervise the playgrounds during playtimes.
- At a minimum we have two Midday Supervisors on duty at lunchtime.
- Teachers should not leave the playground to come into school. If there is a problem then send a child/ren into school to fetch an adult.
- Children are not permitted to play on the grass if the ground is wet.
- Children are not permitted to play on the play equipment before or after school and parents have been notified of this.

Security

- We ensure as is reasonably practicable to make the school a secure environment.
- All visitors are required to sign in / out in the visitors book and be issued with a badge which they have to wear for the duration of their visit and return to the office on departure.
- Staff are required to stop and make enquires of any person unknown to them if they are not wearing a visitor badge.
- If any adult working in the school has suspicions that a person may be a trespassing on the school site must inform the Head Teacher immediately. The Head Teacher will warn any intruder and request them to leave the site immediately. The police may be contacted in certain circumstances.
- All visitors including students, trainees etc all have to wait to be allowed in.

Site Inspection

- The Caretaker inspects the site as part of his/her daily routine.

- Urgent matters are referred to the Head Teacher or Office Staff and actioned as soon as possible. Less urgent matters need to be brought to their notice when convenient.
- The Caretaker will inspect the site premises on half termly basis and report to the Head Teacher.
- The Caretaker will conduct a termly health and safety survey with the Head Teacher or Governor responsible for health and safety,
- The Head Teacher / Administration Assistant conducts Risk Assessments on an annual basis or as and when necessary.
- All significant matters are reported to the Governors.

Slips, Trips and Falls

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions hazardous e.g. wet/slippery surfaces, trailing cables.
- All cables should be covered with a mat or cable cover.

Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline of children, safeguarding their health and safety at all times.
- No pupil should be left unsupervised.
- All staff (teaching and non-teaching) should be in class when pupils come into the class in a morning.
- Staff should be punctual in collecting pupils from the playground.
- The same duty of care applies when staff supervise pupils in after school clubs.
- If a member of staff knows that he /she is unable to undertake a duty he/she should organise cover.
- Other staff should inform supply teachers of their duties regarding supervision.
- If a parents fails to collect a pupil after school staff should make every effort to contact the parents.
- Teachers will not take children off the school site without the prior permission of a parent.
- It is the responsibility of all teachers to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should ask the Head Teacher before the activity takes place.

Working at Height

- Staff and other supervising adults should use stepladders when working at a height e.g. displaying work. Chairs and tables should not be used for this purpose.
- Stepladders are located in the resource cupboard of the hall.

Review of Policy

A review of the policy will be undertaken annually and any amendments or updates will be reported to the Governing Body. Any new legislation or directives will be incorporated into the policy as necessary.

Bempton Primary School
Believing in our Potential to Shape the Future