



Baildon Church of England Primary School

Health and Safety Policy

Policy Creation: October, 2023
Policy Review Date: October, 2024

'Those who hope in the Lord will renew their strength and they will soar on wings like eagles.'

Vision Statement

We celebrate our place within God's loving family, showing respect for ourselves, others and the world around us. We are a safe, supportive community of inspired, resilient life-long learners, with a spirit of curiosity, where every individual is provided with the opportunity to flourish and achieve in our ever-changing world.

Rationale

The Governors at Baildon Church of England Primary School recognise the duties and obligations of the Health & Safety at Work Act 1974 and the additional responsibilities placed on us by the 1992 Health & Safety Regulations and Management of Health and Safety at Work Regulations 1999.

The Health & Safety Policy at Baildon Church of England Primary School is designed to cater for the health, safety and welfare of all children, staff and all persons on the premises.

BDAT Policy

As an academy and member of the Bradford Diocesan Academy Trust we comply fully with the BDAT Health and Safety Policy reviewed September 2023. This policy must be read in conjunction with our school policy.

General Statement of Health and Safety Policy

This Policy statement is provided in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974.

The Schools Governing body along with the Schools Senior Leadership Team recognise and accept their legal responsibilities for Health and Safety within the school. We recognise as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, pupils and others who may be affected by our activities.

To ensure the above is met the Schools governing body and Senior Leadership Team will so far as is reasonably practicable provide to ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is managed
- Information, instruction, training and supervision is provided
- The premises and grounds are maintained in a safe condition
- There is safe access and egress to all parts of the school premises
- Plant and equipment is safe to use

- Safe systems of work are defined, implemented and managed
- Off site visits are conducted in a safe manner and risks are identified and controlled
- The handling and use of substances and articles is safe at all times and procedures exist for their safe use
- Adequate welfare facilities exist at all times
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture.

To ensure that Health and Safety is given a high profile within the school, the governing body will, within its allocated resources from the devolved capital, set aside adequate finances for this policy to be complied with and any allocated works/safety projects to be completed.

To provide for continued improvement in our health and safety performance staff are encouraged to support the governing body in their implementation of this policy and other safety initiatives for the school.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the school.

Health and Safety Policy Document

Responsibilities

1. All members of Staff

All members of staff including ancillary workers are responsible for the health, welfare and safety of pupils, staff or persons under their immediate responsibility. It is their responsibility also to report any hazards or potential risks to the Headteacher, Site Manager or Business Manager who will then take appropriate action.

NB. The Health & Safety Representative is the Headteacher and the School Business Manager has delegated responsibility

2. First Aid

- a) All injuries on the premises requiring First Aid to report to a Qualified First Aider.
- b) All First Aid equipment to be maintained by the lead Qualified First Aider.

3. A Nominated Governor

A nominated Governor will make an annual inspection of safety arrangements with the Headteacher and School Business Manager and make a report to the Governing Body.

Headteacher or School Business Manager Specific Responsibilities

1. To inform the Governing Body on the Health, Safety and Welfare matters within the school.
2. To assist the Governing Body in the finance arrangements for Health, Safety and Welfare within school.
3. To make him/herself available to attend meetings on health and safety matters.
4. To maintain the Health and Safety administration and compliance.
5. To inspect the school every term (in conjunction with the Health and Safety Governor) to satisfy him/herself that safety measures are being maintained and arrange for shortcomings to be rectified.
6. To be responsible for the effective implementation, communication and training of the school's staff.
7. To investigate all accidents and dangerous occurrences reported and where necessary take action and also inform Governors of findings.
8. The Headteacher is empowered to make decisions without direct reference to the Governing Body where he/she considers it important that matters are dealt with urgently.

Governors' Specific Responsibilities

1. The overall responsibility for the Health & Safety & Welfare within the school and for any finance arrangements necessary.
2. For there to be an annual audit of Health & Safety within the school carried out and a report made to the full Governing Body.
3. To liaise with the Headteacher on Health & Safety matters.
4. To include Health & Safety matters as an agenda item on Governing Body meetings.
5. To make appropriate arrangements for any special risks that may occur in school. To ensure risks assessments are carried out periodically by the Headteacher.
6. For continuous or serious breach of Health & Safety rules will consider appropriate disciplinary action in accordance with agreed procedures against employees who fail to carry out their duties and obligations under the Health & Safety Policy at Baildon Church of England Primary School.

A nominated Governor will take responsibility for representing the Governing Body in Health & Safety.

NB. This policy will be reviewed annually when any adjustments necessary will be made.

Arrangements for Implementation of Policy Document at Baildon Church of England Primary School

All staff to be made aware of all related health and safety policies; new members of staff, students and other people working in the school will be made aware of the policy on their induction.

All documentation regarding testing and maintenance to be stored either electronically (Every) or in the Site Manager's Office.

Health and Safety issues to be reported to the governing body at governor meetings.

This policy to be reviewed annually by the Governing body.

Fire/Bomb/Invacuation and Lockdown procedures are detailed in the School Business Continuity Plan.

Administration of Medicine

Medicine will not be administered to any child unless a medical consent form has been completed and signed. These forms are kept in the office and medicine should be stored appropriately. Unless agreed with the Headteacher, only prescribed medicine will be administered. Medicine should only be administered by a designated first aider; before administering medication, the form should be checked to ensure the correct dosage is administered at the correct time. Once administered, the form must be updated immediately and a separate slip will be completed to take home to inform parents.

Please also refer to the Administration of Medication Policy.

Anaphylaxis

Care plans will be reviewed annually by parents and medical care plans will be reviewed by the appropriate practitioner as necessary. Teachers will be made aware of any child in their class who may require epipen administration. The school nurse will train staff annually.

Epipens must be kept in the relevant shared area medical box. Emergency Epipens are kept in the medical box outside of the staffroom. It is the responsibility of parents to ensure these are within date, although school will remind parents and carers.

An epipen trained member of staff must accompany any child requiring epipen administration on school visits.

Further details and guidance can be found at www.anaphylaxis.org.uk

Asbestos

An asbestos file is kept in the office which reports on where there may be a risk of asbestos in school – staff should all make themselves aware of this and every contractor who works in the school premises should sign the register before commencing work.

Asthma

A register of children who suffers from asthma and require inhalers is kept by the school office and is also held by the Assistant Head teacher. All inhalers are kept in the relevant shared area medical box. It is the responsibility of parents to ensure these are within date, although school will remind parents and carers.

Inhalers should be administered by the child where appropriate and overseen by a designated first aider. Once administered, a slip will be completed to take home to inform parents.

Staff are responsible for taking inhalers and spacers to PE lessons and on Educational visits.

Parents will need to confirm in writing if a child ceases to need an inhaler in school and all records will be changed as necessary.

In the event of an Asthma attack please refer to the individual child's care plan. CHILDREN SHOULD NEVER BE LEFT ON THEIR OWN. For further details please refer to the First Aid Policy and www.asthma.org.uk.

Attack and Security Threat

Please refer to the School Business Continuity Plan for Lockdown and Invacuation guidelines.

Contractors

All contractors working on site should report to the school office and sign in on the Inventory system, if the Inventory system is not in use a paper sign in system will be used. They need to be given a form C1 on their first visit, Information for contractors on site. A separate Risk Assessment should be completed for large works. The Asbestos register should be shown where appropriate and any other relevant file regarding health and Safety. Contractors working with hot equipment ie welding equipment will not be allowed to work on site whilst children are in attendance unless in an emergency and with the permission of the Headteacher. Hot work permits will be completed as appropriate. Arrangements will be made to ensure the safety of all children and adults in such cases.

Dining tables, benches and stools

These must be stacked and secured on the designated trolleys; benches must be stacked in a way to ensure they are safe and secure.

Display Screen Equipment

DSE Assessments will be carried out in line with HSE guidelines to ensure workstations are set up appropriately. See BDAT Policy for further guidance, page 29.

Educational Visits

Please refer to the Education Visits Policy.

Electrical Testing

Electrical testing to be carried out periodically in accordance with statutory guidance.

Fire and emergency evacuation

An annual external Fire Risk Assessment will be arranged by BDAT. All systems and fire fighting equipment will be serviced in line with current Government guidelines. Staff will undertake induction and refresher training as guided by BDAT. Evacuation plans are clearly displayed around the school building. Fire marshals undertake the relevant training on the online training application. Personal emergency evacuation plans (PEEPS) are reviewed annually by the Designated Safeguarding lead.

First Aid

The school has designated first aiders and paediatric first aiders. Their names are prominently displayed in the office and around school. Other members of staff also hold first aid at work certificates. A trained first aider should be present at any out of school activity. First aid packs should be taken on all visits.

It is the responsibility of the designated first aiders to monitor and update the content of first aid boxes. Further guidance on the content of boxes can be found at www.bradford.gov.uk/scsafety/education

Parents must be informed as soon as possible of all head or groin injuries and of any injury of a serious nature, this should be done in line with the First Aid Policy. The appropriate communication must be made with the parent.

Serious incidents are reported to the office who will report them to the HSE where applicable.

Hazardous Substances

Please refer to guidance in the BDAT Health and Safety Policy. Page 31

Kitchen and Food Preparation

Food is prepared and stored in line with Food Standards Agency and Environment Health guidelines. Risk Assessments for the kitchen are held and reviewed annually by the Catering Manager and Site Manager. Cleaning of Extractors is completed in line with Bradford Council guidelines.

Legionella

Baildon C of E Primary School must implement arrangements to prevent the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and 'HSG274 Legionnaire's disease: Technical guidance'.

These arrangements include:

- assessment of Legionnaires' disease risk and preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- appointment of the Head Teacher as 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any particular precautions specified in the risk assessment
- the maintenance of records of all applicable maintenance and testing which are held in the Site Managers room together with a copy of the risk assessment and details of the competent person who conducted it
- monitoring by a specialist competent contractor to check the records and confirm that the precautions have been implemented.

All plumbing alterations must be carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

Lift

Maintenance of the school lift should only be undertaken by a specialist contractor in accordance with LOLER regulations. The school lift should not be used if no other employee is in the school building.

Lone Working

Lone working Risk Assessments are undertaken as and when required. Refer to the BDAT Health and Safety Policy for further information, see page 33.

Manual Handling

Although every effort is made to reduce loads to a level where there is little risk of injury, we accept that this cannot always be achieved, particularly in relation to delivery activities which involve heavy lifting or pushing/pulling.

Specific manual handling risk assessments should be undertaken by trained in-house manual handling assessors, to identify tasks which present a risk of injury and the precautions required to reduce the risk to the lowest level reasonably practicable. Recommendations arising from the assessments must be implemented by managers,

employees are instructed in the outcome and copies of the assessments are provided to all employees.

Equipment should be provided where possible to minimise or simplify handling of heavier objects e.g. trolleys and sack trucks and we ensure that two persons are available where the risk assessment identifies the need.

Employees involved in significant lifting should be trained in the safe techniques to use and instructed to report to their line manager any health concerns that may make manual handling less safe for them.

Records of manual handling assessments should be retained for at least 5 years.

Managing Violence and Aggression

Lone working is discouraged where possible. A Walkie-Talkie system is in place during the school day to support staff who may need the support of a second employee.

New and Expectant Mothers

A risk assessment will be undertaken for all new and expectant mothers. Considerations will include manual handling, exposure to physical elements, rest facilities, ergonomic adjustments and adjusted duties where appropriate.

PE

Teaching staff should be aware of the rules pertaining to safety in PE - refer to the guidelines of Safe Practice in Physical Education and School Sport (7th Edition), as published by the Association for Physical Education (AfPE). Only qualified teachers and those staff judged to be suitably competent are permitted to take PE lessons; ITT students must be supervised by a teacher.

Whilst the equipment is checked annually, staff must ensure that all apparatus is securely locked in position before use and safely put away after use. It is also important to ensure that the children are out of harm's way whilst the equipment is being put out for use.

Positive Handling and Team Teach

Please refer to the Positive Handling Policy.

PUWER – Provision and Use of Work Equipment Regulation

Risk Assessments, Conformity Statements, routine inspections and maintenance of equipment are undertaken in line with this Regulation.

Risk Assessments

Periodic risk assessments for all areas and aspects of school will be carried out by the appropriate people. These include those for educational visits, classrooms and outside areas, all aspects of EYFS, the school building including access. Risk

assessments will be reviewed and monitored by the Headteacher, School Business Manager and Health and Safety Governor as part of their termly audit of Health and Safety.

Each term the school may be inspected by Health and Safety representative from each of the main unions; their advice and instructions will be acted upon as appropriate.

Safety Signage

Appropriate signage is in place across the school site identifying hazards and ensuring a smooth flow of people and traffic. Signage condition is monitored by the Site Manager.

Science

Teaching staff should be aware of the rules pertaining to safety in science - refer to The Association for Science Education 'Be Safe' book stored in the Science room.

Security

Access into the school can only be gained by the buzzer on the front gate. All visitors to school should be signed in by the office and given the appropriate lanyard. All doors should remain closed except during playtime when they should then be monitored.

Stress

Tailored support and action plans are implemented for affected staff.

Training

Please refer to the BDAT Health and Safety Policy, page 35.

Sun Protection

Parents are asked to ensure their children are adequately protected with sun cream before coming to school; those children who are able to can apply their own sun cream. Staff can apply a child's own sun cream only with permission from parents. Sun hats are to be worn. In extremely hot weather it may be necessary for children to remain indoors if there is insufficient shade available.

Staff are responsible for their own sun protection should they be exposed to the elements in the warmer months.

Transporting Pupils

In certain situations eg out of school activities, adults may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise. Adults must sign and return a volunteer driver's declaration. Any parents

transporting children 3 times or more in one month must have an enhanced DBS check.

All adults who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy appropriately insured and that the maximum capacity is not exceeded. All passengers should wear seat belts and where required (children less than 135cm tall) children should use booster seats.

It is inappropriate for adults to offer lifts to a child or young person outside of their normal duties, unless this has been brought to the attention of the Headteacher and has been agreed with parents/carers.

Adults should not have only one child in their car; if such situations arise, they must inform the Headteacher. There should be a minimum of 3 people in a car at any one time.

There may be occasions where the child requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to a senior manager and parents /carers.

Staff using their own vehicles to transport pupils must carry the relevant business use insurance.

The school minibus is used following the guidelines provided with the BDAT Health and Safety Policy, see page 15 and 16.

Use of Photographs and photographing and recording school events

When children are admitted to the school, parents are requested to give permission for photographs to be used on the school website and publications. A copy of this list is kept in the office.

Parents are requested to only take photographs of their own child (and their friends with their own parents' permission) at the end of school events

Vehicle Access

- Only staff and other authorised people may bring their cars into the car park.
- Parents are discouraged in the use of the gateway as a turning area.
- The pedestrian entrance gate to the car park must be kept closed at all times as delivery and refuse vehicles use the car park during the school day.
- No vehicle or other motorised access is permitted to the play areas or grass areas during the school day unless granted by the Headteacher.

Working at Height

Working at height may not be undertaken by any staff unless they have the requisite training for the items of work equipment and processes they may undertake.

Regular training updates must be provided for all working at height tasks. Staff will be reminded that no working at height tasks are to be performed by lone workers.

Anything other than step ladder tasks should be referred to the Site Manager without fail.

Safety Rules Pertaining to Children

- Staff are reminded that no teacher or classroom assistant should leave a class or group without ensuring the presence of another adult.
- Similarly, staff are reminded that at the end of playtime or dinner time, they should go at once to supervise the children coming back into school.
- Reception and KS1 staff should frequently reinforce the rule that children in that class should not leave the school building at 12 midday or 3.15pm unless it is with a known adult. Nursery, Reception and KS1 staff should ensure the Nursery gates are locked and secured at lunchtime.
- No child must be sent to escort a stranger anywhere in the building. Please send a child to contact either the Head or the office
- Within school, children should be encouraged, indeed are expected, to behave in an orderly and courteous manner at all times. They must learn that it is important to walk within the building and not run.

Safety Rules Pertaining to Adults

- All registers will be marked at the beginning of each session and at any time immediately after the evacuation of the premises. Evacuation registers are printed from SIMS by the office and taken outside by office staff in the event of an evacuation.
- Staff should sign in and out of the building using the Inventory system.
- All staff will be trained once a year in school safety policy and procedures. Each member of staff should familiarise him or herself with the procedure to be followed in the case of fire or explosion.
- Staff should not use ladders unless trained to do so. Any tasks involving ladders should be referred to the Site Manager without fail.
- The maintenance of records will be in line with statutory guidance.
- All electrical, gas, mechanical appliances and other equipment to be checked at regular intervals by the appropriate contractors and records of services kept on file. All faulty machinery/equipment will be taken out of service immediately.

- All visitors/contractors are to report to the office on arrival and departure to be signed in and out of the Inventory/paper system.
- All parents, visitors and personnel working in the school on a short term basis are to be informed about emergency procedures and general safety procedures (the Headteacher or teacher supervising those persons to be responsible for giving the necessary information).
- All members of staff have a duty to ensure that all visitors have the appropriate safeguarding checks, ie DBS checks. When staff are arranging for a visitor to school they should be asked to bring their DBS certificate and photographic i.d. This is checked at the office upon arrival.
- All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known or that visitors are made aware of such risks.
- Dangerous substances and hazardous materials will at all times be kept in a suitable place under lock and key and may only be used under the direction of the Headteacher and only when appropriate training has been given. Refer to COSHH Manuals/Hazard Data Sheets.
- Smoking (either tobacco or electronically) is not permitted anywhere within the school premises at any time nor by the school gates. This also includes the holiday periods.
- No dogs are allowed in the school premises at any time, unless they are assistance dogs.
- All staff and Governors are to feel free at any time to make suggestions to the Headteacher which may improve the health and safety of persons in their work place so that appropriate suggestions may be placed before the Governing Body.

All Health & Safety Manuals are held in the Site Manager's room. Risk assessments for visits are held on the internal staff website.-t-drive and in the Business Managers office.

RED Health and Safety

YELLOW COSHH File

BLUE Risk Assessment

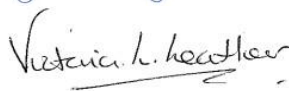
This policy should be read in conjunction with all other Health and Safety related policies.

To be signed by the Head & Chair of the Governors in recognition of their commitment to Health and Safety in school.

Headteacher:



Governor Approval:



Date: 25th September 2023