

# Brandhall Primary School



## Health and Safety Policy

Approved July 2020

Review September 2021

**BRANDHALL PRIMARY SCHOOL**

## **Health and Safety Policy**

This policy has been developed in conjunction with Sandwell LA corporate Health and Safety Policy Ref HSMS/POLY/001 and with the Health and Safety at Work Act (1974).

It is intended to support the aims of Brandhall Primary school to provide an excellent education for all pupils.

### **Statement of Intent:**

The Head Teacher and Governors are committed to establishing and implementing arrangements that will:

- Ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.).
- Ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain safe plant and safe systems of work without risks to health.
- Ensure safe use, handling, storage and transport of articles.
- Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

## **Section B – ORGANISATION**

### **B1: Employer Responsibilities**

Sandwell LA as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Head Teacher, who has day to day responsibility for staff, pupils and others as site manager of the premises.

The Head Teacher will ensure the overall implementation of the policy.

### **B2: Head Teacher Responsibilities**

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the governing body on a regular basis;
- To monitor and review all health and safety policies and procedures.

**NB:** Tasks can be delegated to other staff members but the responsibility remains with the Head Teacher.

### **B3 – Governors' Responsibilities**

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
- The governing body will promote a strategic overview for health and safety.
- The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
- The governing body will make adequate provision for maintenance of the school premises and equipment within the school's delegated budget.
- The governing body will support and monitor health and safety within the school.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

**Name of Appointed Health and Safety Governor: Michelle Roberts**

**Chair of Provision committee: Michael Crump**

#### **B4 – Staff Responsibilities**

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the Head Teacher or their line manager.

#### **B5 – Capital & Premises Development Manager**

- Has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

#### **B6 – Property and Infrastructure Support**

- Will ensure that property matters for which the Governors as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed

electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The Head Teacher is responsible for liaising with the building consultants for the Diocese in order to rectify issues.

## **B7 – Safety Representatives**

Safety representatives of a Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace
- Present the findings of investigations to you.
- Inspect the workplace;
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

## **B8 - Consultation with Employees**

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

**Health and Safety may be discussed at any staff meeting.**

## **B9 – Information, Instruction and Supervision**

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

**A copy of the Health and Safety Law Poster can be found:**

**In the main reception area**

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Head Teacher or other delegated key members of staff.
- The Head Teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

## **B10 – Competency for Health and Safety Tasks and Training**

- Induction training will be ensured for all members of staff by the Head Teacher.
- Training will be identified, arranged and monitored by the Head Teacher and the governing body.
- Staff are also responsible for drawing to the attention of the Head Teacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

**The person responsible for holding the records is:**

**Miss E Hart - Head Teacher**

## **B11: Monitoring**

- The Head Teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- The Health & Safety Administrator (Chris Durham) is responsible for investigating accidents although the accountability lies with the Head Teacher.
- The Administration Manager (Dave Abbiss) is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Head Teacher.
- The Head Teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

## **Section C – ARRANGEMENTS**

### **C1: School Activities**

- The Head Teacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Head Teacher or their delegated responsible person.
- The Head Teacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

**Curriculum Safety Risk Assessments:**

**Forest Schools, Early Years, Playground, Cookery, Science (some individual lessons)**

**C2: Visitors**

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

**C3: Fire and Emergency Procedures**

For roles and responsibilities, please see separate Fire Emergency Plan.

Emergency evacuation will be practiced three times a year and a record will be kept:

**Records will be kept by:**

**Mr Chris Durham - The Site Manager**

Sandwell Fire Service will be contacted by:

**The Fire Service will be contacted by:**

**Mrs Anne Wood - The Office Manager**

Regular testing of fire alarms will occur on:

**Tests are to be carried out:**

**Each Friday between 7am – 8am**

**Name of Tester: Mr Chris Durham - Site Manager**

**In the Site Manager's Office**

**C4 Fire Fighting**

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire.

**Name of responsible person for Fire Safety:**

**Mr Chris Durham - Site Manager**

#### **C5: Maintenance of Fire Precautions:**

The Head Teacher will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

#### **C6: First Aid Arrangements**

- The Head Teacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

**The names of staff qualified to administer first aid can be found:**

**In the main reception area**

- The Head Teacher will ensure that there are an appropriate number of first aid boxes, with instructions.

**First aid boxes are located at:**

**EYFS, Key Stage 1, Key Stage 2, Disabled toilet**

- A first aid risk assessment will be carried out by the Head Teacher to determine the above factors.
- The school will follow the procedure for completion of incident / accident records.
- The school will follow the Sandwell LA procedures for reporting of injuries as stated in the Sandwell Health and Safety policy.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by SMBC on behalf of school.



- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

### **C8: Information Technology**

- The Head Teacher will ensure that suitable arrangements are in place for the use of information Technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- Sandwell LA guidance on interactive whiteboards will be followed.

### **C9: Legal Requirements for Premises**

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

### **C10: Safe Handling and Use of Substances**

- The Head Teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Head Teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Head Teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Head Teacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

### **C11: Inspection of Premises, Plant and Equipment**

- The Head Teacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective

maintenance programme.

- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, Governors, caretaking staff and the Head Teacher/deputy head using the checklists. *See annex 6.*
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, the Head Teacher will liaise with Building Service, Sandwell MBC immediately.

## **C12: Asbestos Management**

The Head Teacher will ensure that the Sandwell MBC asbestos management policy is followed. The Site Manager will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

## **C13: Legionella Management**

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

### **Water testing:**

**Tested on a monthly basis by an approved contractor (requested by Sandwell MBC)**

**Guid:**

To ensure the safety of staff, visitors and pupils at school and to satisfy legal requirements for the provision of a safe working environment we will adopt a common sense approach to the clearance of snow and ice during periods of bad weather. This will enable us to consider the health, safety and well-being of all stakeholders. In order to adhere to these commitments we have produced;

- this guidance,
- zoned gritting plan and
- risk assessment.

Before the winter term we will ensure that we are fully equipped with appropriate snow clearing equipment and adequate stocks of rock salt / sand or grit. The site manager's duties and hours

may be re-arranged to ensure that the site remains safe during periods of bad weather. We have a gritting plan in place which highlights areas to be cleared. With this in mind it may be necessary for the normal entrance routes to be temporarily closed and alternative entrance and exit arrangements put in place if conditions are too extreme. This is communicated to parents and staff are on hand to guide parents and carers at the beginning and end of school day.

**First phase to be cleared and gritted:**

- Pedestrian path to main entrance (Brennand Road)
- Main gate to EYFS (Edinburgh Road)
- Pedestrian path to Flexi Nursery (Brennand Road)
- Path to nursery from pedestrian gate (Edinburgh Road)

\*If we have deep snow these 4 routes must be cleared as part of the first phase to ease congestion and maintain the health and safety of children and staff.

\*\*County Groundcare will be contacted for use of snow plough

**Second phase to be cleared and gritted:**

- Fire exit routes
- Playground

**Third phase to be cleared and gritted:**

- Staff and visitor car park will be cleared of snow and gritted.

**SLT will;**

- Carry out a review of these procedures (including this guidance, risk assessment and gritting plan) in the autumn term to ensure their continued relevance.
- Liaise with the Site Manager to confirm expectations of this policy.
- In lieu of Site Manager absence alternative arrangements will be put in place to ensure continuity of service.

**The site manager will;**

- Be responsible for the immediate clearance of snow and ice in designated areas, in line with this policy and the gritting plan.
- Ensure that adequate supplies of all materials needed for snow and ice clearance are in stock.
- Communicate to senior management his implementation of the gritting plan by 7.30am.
- Clear a pathway through snow and ice of a width suitable to allow access for pedestrians, pushchairs and wheelchairs using a snow scraper or shovel . Once the path has been cleared rock salt or grit will be used to assist in providing extra grip.
- Ensure that access routes are clear by 8.45am at the latest. The pathway from the pedestrian gate to the EYFS hall must be clear by 8am to allow safe access to Breakfast Club.

- Paths will be regularly checked throughout the day to ensure re-freezing or further snow coverage has not occurred. If it has areas will be re-cleared and gritted as necessary.
- Please note - It is not appropriate for school staff to clear or grit areas falling outside the school site boundary.

**All staff will;**

- Report any situation to the headteacher or SBM where they feel this policy is not being carried out.
- Be responsible for safeguarding their own and colleagues health and safety in bad weather.
- Wear footwear / clothing appropriate to the conditions.
- Liaise with senior management before home time and adopt an exit plan which is appropriate to the conditions.

**All parents / carers will;**

- When bad weather conditions prevail and when directed by staff, parents and carers of children in years one to six will encourage the children to enter school independently where they will be met by staff, unless they need to speak to class teachers. Reception and nursery children will enter with their parents through their main entrance or via the EYFS hall (whichever is safer).
- Wear footwear / clothing appropriate to the conditions.
- Alert any staff member of concerns they have regarding health and safety during adverse weather.

**All pupils will;**

- Wear footwear / clothing appropriate to the conditions.
- Stay on cleared pathways at all times

**Reviewed annually:** SLT with Site Manager

**Last Reviewed:** September 2020