



Hollyfield Primary School **Health and Safety and Policy -** **Safeguarding**

RATIONALE

Hollyfield Primary School is committed to providing a happy, secure, stimulating and caring environment for all those that use or visit its premises.

CONTEXT

The School's health and safety responsibilities derive from the Health and Safety at Work Act 1974 and the associated Management of Health and Safety at Work Regulations 1999. This law protects pupils because an employers undertaking affect them. The legislation is based on the duty to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE)

AIMS

The Governing Body, will so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc Act 1974, relevant regulations, approved codes of practice, guidance notes, the Health and Safety Policy of Birmingham City Council and with due regard to advice and information provided by the Authority's advisors. We therefore, will do what is reasonably practicable to exceed the minimum requirements within the resources that are available. The Governing Body, Headteacher or relevant delegated committee will also ensure that systems are in place that allow the School to maintain, monitor and, where necessary, carry out risk assessments, which will allow it to improve its safety performance.

In return, the Governing Body expects staff, pupils and those using the school premises to adhere to the principles of this policy and assist those responsible in carrying out their obligations as required.

ROLES AND RESPONSIBILITIES

The Governing Body, Headteacher or relevant committee will ensure that:

1. The Birmingham City Council Health and Safety Policy and relevant Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis
2. The Safety Policies will be brought to the notice of all employees
3. The School has considered its health and safety obligations and has made provision for meeting those obligations
4. The School's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety
5. Health and safety issues concerning the School are identified and appropriate action taken
6. Risk assessments are completed, as required by relevant statutory provisions; safe systems of work produced and arrangements made for their implementation including training, resorting, auditing and monitoring
7. Adequate resources are provided for implementation of the policy

8. Safety reports are provided as necessary by the Headteacher so that safety arrangements can be monitored and evaluated

9. Appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties

10. Systems of work are provided where reasonably practicable and they are maintained so that they are safe and without risks to health.

11. Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.

12. The working environment of all pupils and employees is safe and without risks to health and that adequate provision is made with regard to facilities and arrangements for their welfare at work.

13. The place of work is safe for all pupils, staff and visitors and that there is safe access and egress to and from school.

14. All reasonable facilities and information are provided to officers of the Local Authority, inspectors of the Health and Safety Executive and any other health and safety official as appropriate.

This policy should be read in conjunction with other policies and procedures which are in place at Hollyfield Primary School which contribute to supporting this Health and Safety Policy: Medicines in School, First Aid Procedures, Educational Visits, Safe Handling (Care and Control), Emergency Evacuation procedures, Drug Policy and Managing Drug Related Incidents Procedures.

SCHOOL STAFF

All staff must abide by the policy. Staff must ensure that pupils have instructions in behaving in a safe way. Staff must take responsibility for the health and safety of themselves and others including children in their care. Staff must minimise risks by ensuring that any potentially dangerous activities are done under strict supervision and only using safe equipment.

All new staff must undertake a DBS check, complete a Childcare (Disqualification) Regulations 2009 Declaration Form and medical questionnaire prior to appointment.

All visitors to school must sign in and wear an appropriate badge.

All staff will instruct pupils to walk in school and around the school, especially along the paths.

SCHOOL COOKS

The cooks will abide with this School Policy and any LA Policy for catering. It will be the cook's duty to ensure that all staff under her control understand and carry out policies and work in a safe manner. Potential dangers and hazards must be pointed out to the responsible person as soon as possible. The cook should be aware of any current Food Safety regulations/legislation and other food hygiene requirements.

It is the responsibility of the Cook in charge to ensure that:-

- There are clean and suitable arrangements for the consumption of food.
- Suitable disposal arrangements for the waste within the dining area.
- Appropriate arrangements for the supervision of the preparation area and compliance with necessary regulations.
- The Hall is safe for the resumption of lessons in the afternoon session.
- Appropriate ventilation is in place and monitoring of CO₂ emissions.

BUILDING SERVICES MANAGER

The BSM is responsible and accountable for the areas under his immediate control and must ensure:-

- All chemicals are stored in a safe manner under COSHH guidance.
- Weekly checks are undertaken on individual Fire Call Points and recorded in the Log Book
- Termly Fire Drills are carried out
- Cleaning materials are locked away and any chemicals decanted into other suitable containers which are clearly labelled.
- Protective wear (where needed and provided) must be worn and not tampered with or altered.
- The boiler houses are locked at all times and kept clear of combustible items.
- The door of the BSM/Cleaner's Area is kept locked when children are on the premises.
- Fire exits need to be monitored and kept clear.
- Any dangerous or hazardous materials must be registered.
- Potential dangers or hazards must be reported immediately to the Headteacher or person deputising.
- Working at height is kept to a minimum and ladders are kept locked away and reviewed regularly for safety.
- They carry out directives from Senior Management and adheres to the principles of performance management

HEALTH & SAFETY REPRESENTATIVE FOR THE STAFF

The School Bursar, Mrs Maxine Hicks has agreed to act as the Health and Safety representative for the staff and will:

- Carry out a termly safety inspection of the school and its grounds with the Building Services Manager
- Investigate any potential hazards and dangerous occurrences
- Investigate complaints from staff
- Make representations to the Head Teacher
- Meet Safety Inspectors as and when required
- Attend the Buildings and Premises Committee
- Liaise with Governing Body representatives as and when necessary

POLICY ARRANGEMENTS

SCHOOL IN GENERAL

- All floors must be maintained in such a way that no person shall be caused to slip, trip or fall.
- Hazard warning signs must be put in position when necessary.
- Floors and traffic routes must be kept clear of obstructions.
- Adequate ventilation should be provided to rooms where appropriate/necessary.
- Materials and objects should be stored and stacked in such a way that they are not likely to fall or cause injury.
- All floors, furniture, furnishings and fittings shall be kept sufficiently and regularly cleaned. Apart from regular cleaning; spillages and unexpected soilage should be reported to the BSM and must be cleaned as necessary.
- Suitable arrangements must be made for the disposal of waste and soiled materials, particularly clinical waste.
- Encourage children to follow hygienic procedures in toilets.
- There must be adequate provision and siting of appropriate first aid kits and facilities.
- Hazardous substances must be stored appropriately and locked away to avoid access by children. Notices to be provided indicating danger and contents.

- Lighting facilities in the school should be maintained in good order and annually tested by approved Contractors, in accordance with the LA Safety Services Policy.
- Fire equipment must be easily accessible, maintained and checked regularly by approved Contractors. All fire doors, escape routes, etc should be maintained in good order, in accordance with the LA Safety Services Policy.
- The wearing of jewellery by children is forbidden – except stud earrings and watches.
- Children must be prevented from taking part in any activity for which they are not suitably dressed.
- All children will be encouraged to drink water only at school.
- Staff should ensure that children walk around school and that no running takes place indoors except during P.E.

FIRE SAFETY

Please refer to separate Fire Evacuation Procedures and Fire Risk Assessment.

SMOKING

Smoking is not allowed on the school premises at any time and appropriate signage is displayed at all entrances. This includes the smoking of ECigarettes.

CLASSROOM SAFETY

- All issues applicable to general school safety should apply.
- All pupils should use cutting tools and equipment appropriate to their age and ability. Cutting tools in particular should be supervised by the Class Teacher.
- Staff should be aware of visual or hearing impairments when placing children in classrooms.
- Computer screens should be at right angles to the natural light source where practicable.
- The school operates a water only policy and expects all pupils to follow this by bringing water in bottles
- Health and Safety regulations to be observed.

ACCIDENTS

Separate First Aid Procedures are in place.

MEDICINES IN SCHOOL

This is dealt with under Medicines in School policy.

SPORTS SAFETY

- Appropriate dress for the activity must be worn (see School Prospectus and P.E. Policy)
- Staff dress should include appropriate footwear and should facilitate movement.
- Watches and jewellery should not be worn by children.
- Warming up and cooling down period should be allowed for.
- Lessons/Games must be supervised correctly at all times and safe methods adopted.
- Normally the whole class must be able to be seen at all times (essential in Gymnastics).
- Ensure that there is appropriate teacher supervision for all P.E. activities and for the movement of equipment.
- Equipment must be inspected regularly. All defective equipment must be immediately taken out of use.

TRANSPORTING PUPILS

The school follows the guidelines issued by the LA and no staff transport children in their cars, except in cases of emergency or with parental approval.

LETTINGS

Refer to school Lettings Policy.

DESIGN AND TECHNOLOGY

- All children should be supervised at all times.
- Protective clothing should be worn whenever necessary.
- Sharp edged tools should be stored out of the reach of children.
- Sharp edged tools should be stored with the blade covered.
- All tools must be stored in a storage unit.
- Handles of tools must be checked regularly by the Science/Technology team and be replaced when necessary.
- Hammer heads must be checked regularly by the Science/Technology team and be replaced when necessary.
- Glue guns must only be used under very strict one to one supervision.

FOOD TECHNOLOGY

- Staff and children must wash their hands with warm soapy water before cooking.
- Food or cooking ingredients must be stored in suitable containers.
- Children must not carry bowls of hot water.
- Children must not carry cups of tea or coffee or other hot liquids around school.
- Care and consideration should be taken particularly when carrying sharp or hot substances.
- Suitable protective clothing e.g. apron should be worn. Loose fitting clothes should be discouraged.
- All sharp instruments to be stored in a secure facility.
- Leaning across hot surfaces is prohibited.
- Floor spillages must be cleaned up **immediately**.
- Long hair should be tied back or secured in a manner to avoid contamination or personal injury.

EQUIPMENT AND MATERIALS

Correcting fluids

- Children must not use Tippex.
- Children must not bring their own Tippex to school.

Glue

- Solid stick glue or PVA should be used by the children.

Kettles

- Kettles must not be used in the classroom unless prior permission has been sought from the Head Teacher and a Risk Assessment completed.

Electrical Equipment

- Extension leads may be used around school only as a temporary measure and must be removed when not in use.

- Whilst using an extension lead, ensure that where people are likely to walk over it, the lead is taped to the ground or covered so that no-one can trip over it.
- All portable equipment will be tested regularly and will be labelled as being safe to use.
- Any electrical equipment not safe will be labelled "unsafe do not use" and the item must be removed.
- The LA Safety Policy should be complied with.

P.E./AFTER SCHOOL

- If a parent restricts a child's activities on medical grounds it is the parent alone who can remove the restriction.
- Parents if possible should be informed with 24 hours minimum notice if after school activities have been cancelled by phone or text. If this is not possible the children are to be kept in school until the time the activity would have finished.

SCHOOL VISITS

A separate Educational Visits Policy is in place.

ANIMALS IN SCHOOL

No dogs to be brought onto the school premises.

Teachers should discuss with the Headteacher the possibility of having animals in school.

LARGE/HEAVY OBJECTS (e.g. PIANOS)

- Only adults should move large objects.
- An assessment of the object needs to be undertaken prior to attempting to move it, i.e. size, weight, from where to where, etc.
- There should be at least one person at each end when they are being moved.

VIOLENT AND AGGRESSIVE BEHAVIOUR IN SCHOOL

- If any member of the school community is subjected to any aggression on site, they must report it to the Headteacher immediately.
- Staff will need to keep a written account of the episode on the incidents sheet kept in the school office.
- Steps will be taken by the Headteacher to deal with the situation.
- The Governors and the LA will be informed of the incident.

It is the duty of all employees at school to ensure that they take reasonable care for the health and safety of themselves and of other persons and pupils who may be affected by their acts or omissions at school and to cooperate with us in fulfilling our statutory duties. They must not interfere with or misuse anything provided in the interest of health and safety.

The Head Teacher along with the Senior Leadership Team will ensure the health, safety and well being of all pupils under their day-to-day care, whether within the local school environment or not as well as promoting good health and safety regimes and explaining such procedures to pupils, parents/carers and visitors.

MONITORING AND REVIEW

This policy will be reviewed annually or when necessary in order to meet changes in circumstances. Communication of any changes will be made to all pupils, parents/carers and staff as and when necessary.

Date agreed by the Governing Body:

13.2.15 Premises Committee