

# Health and Safety Policy

## The Bythams Primary School



**Reviewed and updated:** April 2022

**Ratified by Governors:**

**Next review:** April 2023

Signed: .....

Signed: .....

Name: Laura Martin  
(Headteacher)

Name: Jeremy Millar  
(Chair of Governors)

Date: 19.5.22 .....

Date: 19/05/22 .....

## **Health and Safety Policy**

### **Purpose**

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

### **Relationship to other policies**

This policy should be read in conjunction with the behaviour, safeguarding, allergy awareness, and staff discipline policies.

### **Roles and responsibilities of headteacher, other staff, governors**

The **headteacher** is responsible for ensuring that all health and safety procedures are followed and will ensure that:

All members of staff understand and fulfil their responsibilities to ensure a safe learning environment

- Staff are aware of their responsibilities and receive appropriate supervision, instruction and training
- Staff, pupils and others are encouraged to promote health and safety
- Risk assessments are carried out for activities on and off the school site
- LA guidance is followed for all school trips and visits
- Sufficient resources are allocated to meet health and safety priorities
- Health and Safety inspections take place in consultation with health and safety representative(s) and governors
- All defects and/or hazards are made safe in a timescale commensurate with the risk they pose
- Specialist advice is sought as and when necessary
- A log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents.

**The governing body will:**

- Promote high standards of health and safety within the school
- Nominate a Governor as an H & S link between the Governing Body and the wider school community, who will stay up to date with school H & S initiatives and inform the Governing Body accordingly
- Carry out regular health and safety inspections (at least annually) following guidance from the Local Authority, and ensure and corrective measures are implemented
- Support completion of the annual online Risk Assessment
- Ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school-sponsored activities
- Provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated
- Ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities
- Ensure that Health & Safety is an agenda item on full Governing Body meetings, and receive a H & S report from the Headteacher at this time.
- Review this policy and update it at least annually.

**All staff will:**

- Be familiar with the health and safety policy
- Ensure effective and appropriate supervision of the pupils that they are supervising
- Know the emergency procedures and ensure their pupils do too
- Make regular safety inspections of their areas of work and report to the Headteacher any danger to health and safety, whether serious and immediate or not
- Only use equipment that they are competent to use
- Follow instructions when using any machinery, equipment, dangerous substance or safety device
- Take an active interest in promoting health and safety and suggest ways of reducing risks.
- Read all appropriate documentation or attend training as necessary, linked to use of DSE, manual handling, working at height and lone working.

All **pupils** and **visitors** to the school will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

## Health and Safety Arrangements

### Accidents and Incident Reporting

- The Bythams ensure that there are sufficient qualified First Aiders at all times, and that their training is up-to-date and legally compliant.
- All accidents are recorded and monitored. Records are held securely in the School Office in accordance with Data Protection requirements.
- Parents are informed of minor accidents their child has had via letters sent home.
- Parents/guardians are always contacted directly when a child has a head injury.
- In the event of a serious accident or injury, parents/guardians will be contacted and the incident will be reported to LCC and/or RIDDOR using the on-line accident/incident reporting system. An investigation/review will then be undertaken by the Headteacher.
- In an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible the parent should accompany their child. If this is not possible the child is accompanied by two members of staff.
- The Headteacher/ H & S Coordinator will inform Governors of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR 1999) (see [www.hse.gov.uk/riddor/guidance](http://www.hse.gov.uk/riddor/guidance).)

### Asbestos

- A comprehensive Asbestos Survey has been completed and is held on the central LCC database. There is no asbestos on site.

### Administration of Medicines

- Please refer to [Medical Conditions in School Policy](#).

### Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum.
- All hazardous materials will be stored in a locked, secure cupboard when not in use and out of the reach of pupils at all times.
- The Caretaker (with appropriate support from the Headteacher) will retain and adhere to the instructions on all Safety Data Sheets for chemicals used on site, and will ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought in to use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the H & S Coordinator.

### **Display Screen Equipment**

- Members of staff provided with portable devices (e.g. laptops, tablets) will be issued with the appropriate guidance on their use

### **Educational Visits**

- Please refer to the [Education Visits Policy](#)

### **Electrical Items**

- All items of portable electrical equipment in school are inspected and checked
- Staff visually inspect electrical equipment before use for obvious defects. Faulty electrical equipment is to be reported to the Headteacher, who will arrange inspection/repair by competent individual. Electrical equipment that is known to be, or suspected of being, faulty must not be used until a repair has been carried out. If the item cannot be safely repaired it will be safely disposed of.
- Only authorised and fully qualified personnel will be permitted to install or repair electrical equipment
- An appropriately qualified electrician will test fixed wiring installation every five years.
- Portable appliance testing (PAT) will be completed by competent individuals and in accordance with HSE guidelines.
- Personal items of electrical equipment should not be brought into school for use by staff or pupils.

### **Employee Health and Wellbeing**

- Please refer to the [Sickness Absence Policy](#)

### **Fire Safety & Evacuation of the Building**

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- Fire Alarm tests are performed weekly
- Emergency Lighting tests are performed monthly
- A fire drill is practised and documented each term
- Evacuation times and any issues which arise are reported to the Governors
- Fire extinguishers are checked annually

- A separate fire risk assessment and evacuation procedure has been produced. The Fire Safety Folder and Log is held in the School Office
- All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.
- All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

### **First Aid Provision**

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- First Aid boxes are checked and restocked regularly.
- Portable first aid kits are taken on educational visits. A qualified First Aider also attends all trips.
- Staff have access to protective disposable gloves and are to take care when dealing with spillages of blood or other body fluids and disposing of dressings

### **Food Technology**

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens
- The storage cupboard containing knives will be locked at all times

### **Housekeeping and Cleaning**

- Good housekeeping is a major control measure in the prevention and reduction of fire and slip, trip and fall hazards. Staff are responsible for keeping their own workspace tidy.
- To ensure premises are kept clean, and to minimise accumulation of rubbish, premises are cleaned after use each working day by the Caretaker.
- Wet floor cleaning is carried out last thing, when minimum persons on site with use of warning signs to minimise risks of slips.
- Leaves from drains and gutters are removed when necessary
- In snow and icy conditions snow is cleared and area salted on pathways, car park, playgrounds and areas of potential danger. Users are alerted to which areas are treated. The Headteacher will make decision to let children outside in icy conditions.

### **Lone working and Personal Safety**

- LA Guidelines are followed
- Lone Working is limited to caretaker and members of teaching staff (always speak to the HT about accessing premises on your own).
- Staff should read and refer to lone working guidance and risk assessments.

### **Manual Handling**

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely
- Staff should read and refer to manual handling guidance and risk assessments.

### **Outdoor Play Equipment**

- Outdoor play equipment is subject to annual inspection by LCC approved contractors, and is also checked weekly by school staff
- The Playground equipment and its use is supervised. The class teacher or midday supervisors will check the equipment is safe to use, taking into account weather conditions
- Suitable footwear must be worn when using this equipment.

### **Physical Education**

- Staff check apparatus/equipment before use. If faulty equipment is found, it is removed from use and the Headteacher is notified.
- Staff should ensure that children wear appropriate clothing and footwear for PE sessions. No jewellery can be worn.

### **Playground Supervision**

- Appropriate levels of supervision are maintained in playgrounds according to DfE guidelines.

### **Personal Protective Equipment (PPE)**

- Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.
- The assessment should be reviewed if there is a significant change in the activity. Advice on the selection of PPE is available from the Lincolnshire Authority Health and Safety Team.
- All PPE must be maintained in good working order, and any defect reported immediately to the Headteacher, for repair or replacement.

### **Pregnant Members of Staff**

- Procedures for pregnant members of staff will be followed, including carrying out a '[Pregnancy Risk Assessment](#)'

### **Risk Assessment**

- The school maintains risk assessments that cover activities in school, school visits and the running of the school building and grounds
- The Headteacher will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

### **Security**

- All visitors to the school, including contractors are required to report to the school office and to sign in.
- Access is controlled by a door entry system that relies on office staff allowing entry.
- All staff and visitors to the school, once signed in at Reception, are issued with badges that confirm their legitimacy on site. Staff should challenge any unknown person seen entering the building or grounds in order to avoid the risk of theft, damage or injury to pupil/staff

### **Slips Trips and Falls on the Level**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place



- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

### **Smoking**

- The Governing Body has adopted a no smoking policy within the school building and grounds.

### **Snow and Ice**

- The Caretaker will strive to keep open the main pedestrian routes during snowy and icy conditions.
- If it becomes impossible to keep these routes clear the Headteacher is informed and this information contributes to any decision to close the school

### **Stress at Work**

- The Headteacher will carry out individual stress risk assessments as necessary
- Anyone experiencing problems should refer, in confidence, to the Headteacher in the first instance.

### **Supervision of Pupils**

- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules

### **Training (H&S)**

- Health and Safety training needs can be discussed as part of teachers' individual's annual reviews
- Training needs may also be identified as part of a risk assessment process

### **Vehicles on Site/car park arrangements**

- The main school gates are kept closed at all times.
- Pedestrian access is via a separate entrance.
- The Headteacher is responsible for management of vehicles on site
- A 10-mph speed limit is recommended in the Car Park and visitors are reminded to take care at all times. Visitors must park their vehicles so that they do not obstruct fire escape routes, roads, access or other vehicles.
- A member
- of staff escorts children to the school bus stop and ensures that they safely embark.

**Violence to Staff**

- All staff are required to report all incidents of verbal & physical violence straight away to the Headteacher who will record all incidents.

**Working at Height**

- Working at heights risk assessments have been completed for the school
- Unless a specific risk assessment has been agreed (and recorded) with the Headteacher, staff must not use tables or chairs to access resources or work at heights.
- When using a stepladder, it must always be supported by another person. Users must be able to stand on it comfortably and not have to overreach. Users are responsible for carrying out a visual check of equipment prior to use and must not use if defects are present - any defects must be reported to the Headteacher immediately and the WAH equipment removed from use.

**Work Equipment**

- All work equipment will be purchased from a reputable supplier with considerations given to:
  - The suitability for purpose
  - The positioning and or storage of the equipment
  - Installation and Maintenance requirements (contracts and repairs)
- Staff must not use new items of work equipment unless appropriate training has been given.

**Work Experience**

- Teacher Training Students are managed and inducted by a member of teaching staff in collaboration with the student's training college
- Work experience students are looked after by a member of teaching staff and an induction programme is followed
- All work experience students are covered by the School's liability insurance.

**Reporting Hazards**

All staff are responsible for reporting hazards. It is then the Headteacher's responsibility to follow up this report.

### **Arrangements for monitoring and evaluation**

The headteacher will report on a regular basis to the governing body. The report will address hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. The governing body will evaluate those outcomes and will consider whether any further action should be recommended.