

Health and Safety Policy

May 2024

Bushmead Primary School



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1. Aims

Health & Safety is everybody's responsibility and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all staff to notify the Headteacher of any health & safety issues and to remain vigilant while on the school premises.

The Health and Safety at Work Act 1974 and subsequent regulations place legal obligations upon employers, and their employees regarding measures to safeguard the health, safety and wellbeing of all those affected by the activities of the employing organisation. In the context of Bushmead Primary School, this means that all those employed by the school have responsibilities not only to the pupils and staff at the school, but all others that may come onto the school's site or be affected by school activities.

This document outlines Bushmead Primary School's policy towards health and safety responsibilities, the organisational structures that have been put in place to manage a proactive safety culture, and provides the framework in which the individual policies, procedures and risk assessments of specific activities sit.

This policy is based on the Cambridgeshire County Council Health and Safety Policy. As the local authority (LA) remains the employer for all staff in Bushmead Primary School, the LA retains the overall legal responsibility for health and safety. Nevertheless the implementation, monitoring and day-to-day management of health and safety within the school is shared with the Headteacher and Governing Body in the school.

The school recognises that its responsibilities for health and safety extend not only to its employees, but also to its pupils, and other categories of people such as volunteers and consultants who may work in school. Moreover, the school recognises that it has a duty of care towards its pupils when they are engaged in official school activities off-site, and that such activities, whether organised and run by school staff or other individuals or organisations, must be conducted in a safe manner

2. Legislation and guidance

Bushmead Primary School's Health and Safety Policy is issued in accordance with the Health and Safety at Work Etc Act (1974) and subsequent regulations, in particular: The Management of Health and Safety at Work Regulations (1999). The Health and Safety Policy of Bushmead Primary School supplements the Health and Safety Policy of Cambridgeshire County Council. The general aims of the Cambridgeshire County Council Health and Safety Policy statements are accepted.

3. Definitions

Health and safety is paramount in all areas of school life at Bushmead Primary School. Bushmead Primary School is committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its employees, students, visitors, parents, volunteers, contractors, or anyone else that could be negatively impacted by its activities.

Bushmead Primary School aims to achieve this commitment by:

Putting policies, arrangements and procedures in place to promote effective health and safety management;

Providing resources, including time, finance and competent advice, to facilitate the delivery of Bushmead Primary School's health and safety policy;

Providing accessible and appropriate information, instruction, training and supervision to ensure all employees and all students are aware of their health and safety responsibilities, and are able to avoid hazards, minimise risks and are able to contribute positively to their own safety and health at work;

Monitoring and reviewing the implementation of the health and safety policy on a regular basis to assess whether the policy is being effectively pursued and whether aims, objectives and desired standards of safety performance are being achieved.

4. Roles and responsibilities

4.1 The Senior Leadership Team (SLT)

The Senior Management Team is accountable for the management and implementation of the school's health and safety policy in their areas of control.

4.2 The Governor/s

They will:

The Governing Body will ensure that health and safety procedures are being implemented, reviewed and revised. The Governing Body will also make sure that Bushmead Primary School has adequate arrangements in place to obtain health and safety advice from a competent source

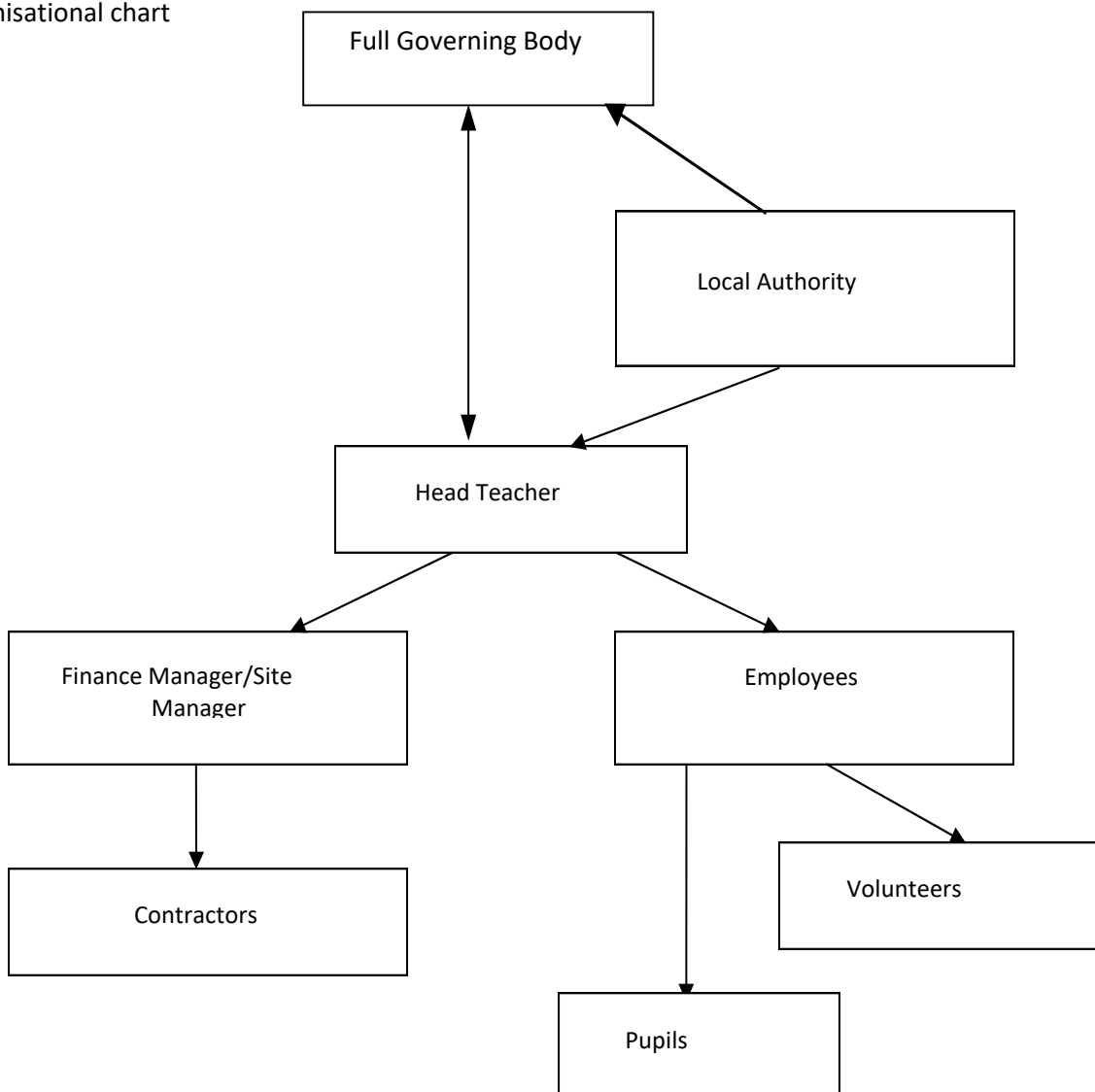
4.3 All Staff

All employees have a duty to protect themselves and others by observing all health and safety information and instructions and training, and by reporting any concerns to their line managers

5. Organisation and Responsibilities

For further information please refer to Appendix 1: Organisation and Appendix 2: Responsibilities

Organisational chart



5.1 Governors

Governors have a legal responsibility to ensure the school has a suitable Health and Safety Policy and that there is an appropriate level of funding to allow the necessary procedures to be implemented and to allow the premises and equipment within the school to be maintained to an adequate standard.

5.2 Headteacher

The Headteacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors.

The Headteacher of Bushmead Primary School makes arrangements for ensuring:

The proper implementation of the health and safety policies of their employer

The proper implementation of the policies of the governing body, arising from their health and safety responsibilities for the premises;

The proper implementation of arrangements to obtain health and safety advice from a competent source.

5.3 Finance Manager

The Business Manager has a responsibility to provide professional leadership and management of the support services of the school

5.4 Site Manager

The Site Manager has very specific and important roles to play in the implementation of the Health and Safety Policy for the school.

He/she has a responsibility to inform all contractors of specific hazards that may be present in their area of work prior to signing the 5Cs register.

5.5 All Staff (including temporary and volunteers)

All employees have general health and safety responsibilities under both criminal and civil law. Staff must be made aware that they are obliged to take care of their own health and safety whilst at work along with that of others (e.g. pupils) who may be affected by their actions. Employees must also co-operate with the governing body and senior management of the school so that they can fulfill any legal requirements placed on them as employers and/or persons in control of premises.

Staff are required to attend training courses as required by senior management.

Employees shall not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

5.6 Pupils

Pupils at Bushmead Primary School can have a range of moderate learning difficulties and from ages 4 to 11; for this reason pupils may not fully understand their responsibilities. Nevertheless, all pupils are encouraged to follow all safe working practices and observe all school safety rules (appropriate for the individual pupil).

5.7 Contract Staff/Hirers/Visitors

All visitors must report to the office immediately upon arrival and sign the visitors.

They will be issued with a visitor's pass which must be worn for the entire time that they are on school premises.

In particular, hirers of the school, parent volunteers, and visitors must be made aware of the health and safety arrangements applicable to them by the Headteacher or specific teacher to whom they are assigned.

Immediately on arrival, contractors must liaise with school about health and safety information by talking to the Site Manager or Caretaker and be advised of hazards where they are working. They should satisfy the school that they are working in a safe and proper manner in accordance with statutory standards.

Where possible, maintenance work should be carried out when pupils are not in school. The working area must always be appropriately cordoned off and warning signs posted. In the case of work ordered by the LA, it is the responsibility of the school to satisfy itself that the LA has checked on the contractors' work practices and procedures.

When the premises are used for purposes not under the direction of the Headteacher, then the principle person in charge of the activities for which the premises are in use, will be expected to maintain the safe practices of this policy.

6. General Arrangements

This section details the general arrangements for health and safety within the school. Where a specific policy exists for a given activity or category, the details are included in that policy; in cases where there is no separate policy elsewhere, the policy is outlined here.

6.1 Risk Assessments

Risk Assessments are carried out by the school to comply with legislative requirements. The risk assessment process is led by the Headteacher or Site Manager.

All members of staff have the responsibility of carrying out risk assessments for the various activities they are planning for their pupils on or off the school premises. All visits outside the school environment must have a completed formal risk assessment signed by the Headteacher before the visit can take place.

Every member of staff has a responsibility to address safety and attempt to remove any hazards they encounter. Staff must ensure they are in a safe working environment and if they are unable to rectify any hazards they must contact the Site Manager.

6.2 Staff Safety

(Ref regulation 13 Management of H&S at work 1999) Training.

Training must always be viewed as a continual process, based on the ability to recognise who requires it and when.

New technology, legislation, regulations and standards are all factors which may determine training needs. There are various categories of training in school. They include induction training, informative/awareness training and specific training.

All staff have equal access to training where appropriate. It is important that all staff familiarise themselves with this policy and the health & safety procedures at the school. New staff are briefed on

health and safety by the Site Manager or Head Teacher during the induction process which all new staff undertake. Training will be provided to meet staff needs where appropriate.

6.3 Violence

If staff are confronted by violent or threatening behaviour, their first priority is to move themselves and their pupils to a safe area. Should a member of staff anticipate possible violence or threat from a parent or pupil it is essential that discussion of any issues with them takes place in close proximity to other staff. If possible there should be access to a phone or staff radio. Staff should avoid confrontation, and are advised to ensure their own safety.

All violent or potentially violent incidents should be reported to the Headteacher and the appropriate form completed. This should also be done where injury occurs, in addition to completing an accident form.

Posters are visible on all external classroom doors and at the front entrance stating clearly that aggressive behaviour will not be tolerated at Bushmead Primary School.

6.4 Emergencies

(For further information refer to appendix 4)

6.4.1 Fire

In the event of a fire, the fire alarm bell will ring and all internal fire doors will close.

All staff/visitors must leave the building by the nearest fire exit. Teaching staff are to vacate the building by the fire exits with their pupils in an orderly, disciplined manner and go immediately to the fire assembly point. Fire Wardens “sweep” the area they are in including toilets in the event of a fire or alarm activation to ensure it is empty and that fire doors are closed.

The fire assembly point is located in the Main Playground.

When leaving the building, no one should stop to collect personal belongings.

Office staff must ensure that class teachers receive their registers. Class teachers or a responsible person shall call their registers and demonstrate all pupils expected to be present are accounted for by holding up their register. They must notify the Headteacher immediately if any persons are missing or clearly raise their hand when all pupil are safely accounted for.

Office staff will ensure that all visitors are accounted for.

The Headteacher will be responsible for checking that registers have been accurately completed and signing off, the all present and accounted for final check list.

The Fire Evacuation Policy can be found in all classroom on the yellow “Fire Routine” posters and the Site Manager’s office.

6.4.2 Invacuations

In the event of an invacuation alarm, repeated short bursts of a whistle, then staff lead pupils to their assigned area and wait for the all clear from the Head Teacher.

The Invacuation Policy can be found in all classroom on the yellow “Fire Routine” posters and the Site Manager’s office.

6.4.3 Other

Gas leak or bomb alert – the fire alarm will be sounded by a senior member of staff. Staff should follow the fire drill procedure in the normal way.

6.5. School Security

At Bushmead Primary school we aim to make all areas secure during the day. Doors should not be left open where this would allow unauthorised access.

All staff have a responsibility to report any areas where a breach of security has occurred. e.g. a gap in the perimeter fence.

6.6 Visitors

Visitors, even regular visitors, sign the visitors' book at reception and are issued with a visitor's badge.

If unknown visitors are encountered in the school, or not wearing a valid badge, you should follow the procedure set out in the intruders section below.

6.7 Intruders

All members of the school community share responsibility for identifying and reporting possible intruders. Reports in the first instance should be made jointly to the school office and site team.

Potential intruders should only be approached when you have summoned a colleague to assist you in dealing with the intruder.

If necessary, intruders or unwelcome visitors are seen off the premises. The police will be called if there is any cause for concern or any disturbance on the school premises.

6.8 Contractors

Contractors on site will sign the 5c's folder at reception and are issued with a visitors badge.

6.9 Lettings

For safety arrangements for the use of the premises outside normal working hours refer to the school lettings policy.

6.10 Maintenance Plant and Equipment

Only authorised staff/contractors have access to the boiler room and electrical distribution rooms. The rooms shall be kept clear of all obstructions and there must be a log book in place to record all entries and reason for each visit. Under no circumstances should pupils or unauthorised personnel enter boiler rooms. The plant room must be kept locked at all times.

6.11 School Minibus

All staff driving the school buses must have completed the LA driving assessment test to ensure competency with the vehicle. Any defects must be reported to the Headteacher. The day-to-day checking of the buses is carried out by the driver. Staff should record all journeys. Staff should check first aids kits in consultation with the first aiders and ensure they are familiar with the use of the rear lift and wheel clamping safety measures, as appropriate.

The School minibus is serviced in accordance with the Leasing company procedures.

6.12 Stress/Staff well being

The school has the following policy on stress:

Staff should be aware that stress is not a sign of weakness and that it should be discussed openly.

Staff are encouraged to support one another.

The Headteacher and senior school managers are aware of the signs of stress and aim to provide support as necessary.

Stress is considered when carrying out the risk assessments for the school
Particular attention is paid to signs of stress during difficult periods.

A free confidential advice support and counselling service is available to all school staff. Details can be found in the school office

6.13 Accidents/Incidents

(For further information refer to appendix 3)

All accidents, incidents, near misses and dangerous occurrences must be reported and recorded in the School Accident Book. The reports are to be completed by the member of staff responsible for, or supervising the area or activity. The school accident book must be reviewed annually by the Headteacher and the Lead Governor for Health and Safety

More serious accidents to pupils and any accidents to staff, visitors, or contractors are notified to the LA. The IRF (96), which can be found online via the Cambridgeshire Portal under Health and Safety, must be completed for reporting to the County Council (the employer) Injuries and incidents that are notifiable under the RIDDOR regulations, as detailed by the LA, are declared to the Health and Safety Executive Incident Contact Centre and the LA via the Cambridgeshire Portal under Health and Safety.

Where a pupil is taken to hospital from school, the Health and Safety Executive must be notified via Cambridgeshire Portal under Health and Safety.

6.14 First Aid

There are a number of named first aiders in school. Minor cuts, bumps and grazes may be treated by first aiders or, in their absence, by a member of the classroom staff. First aid kits are available in the school, and can be found in the following areas First Aid room, Staff room. Mini kits are also held in every classroom and their contents checked and replenished as necessary by the nominated first aider. Only first aid items are held in a first aid kit. There are no creams, lotions, tablets etc. in the kit. Portable first aid kits are available, suitably stocked and taken on all visits away from the school.

If there is any doubt as to the full extent of the injury, or any cause for concern the Headteacher must be contacted and a decision will be made to contact parents, or in the case of an emergency an ambulance called.

6.15 Consultation Health & Safety Assistance

The school seeks the assistance of the health and safety department of the Local Authority as necessary. This department provides advice, guidance and training on health and safety law and what the school needs to do to comply with that law.

7. Workplace arrangements

7.1 Health and Safety Inspections

The school is inspected regularly by the Site Manager and the Headteacher for any defects that could lead to an accident or ill health of anyone on school premises termly.

The Lead Governor for Health and Safety will carry out a Health, Safety and Premises visit at least annually and submit a report to the Headteacher and FGB.

7.2 Housekeeping, cleaning and waste disposal

Staff should make regular checks to ensure tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

Cleaning of the school is carried out on a daily basis, both in the morning and evening.

The external bin is located in the car park.

Snow is moved by the site team and the car park and paths are gritted with salt when required.

Waste bins are located in the Ladies Toilets and in the Medical Room for sanitary and medical waste and are emptied on a regular basis.

Bodily waste shall be deposited in the appropriate yellow bag bins and emptied daily by a site team member (for further information refer to appendix 6)

7.3 Working at height – Use of ladders

7.3.1 Extending ladders

Where extending ladders are used, normally by the site team proper instruction or training is received. It is recognised that this training could have been received during previous employment e.g. if someone used to be a fire fighter and received training from the fire service.

Roof work, even retrieving balls, will not be undertaken during windy or severe weather. Staff and pupils are not allowed to use extending ladders.

7.4 Servicing, Testing and Inspection

All electrical equipment and services are regularly checked by competent electrical contractors.

Electrical items from home may only be used in school following specific approval of the Headteacher and after they have been PAT tested. Staff should report any concerns regarding the condition of leads, plugs, sockets etc. to the Headteacher immediately. If there is any doubt as to the condition of a piece of electrical equipment, it should be taken out of use immediately and clearly marked. Particular care should be taken to minimize the use of trailing wires and cables. Power sockets must not be overloaded.

7.5 Work experience

All work experience placements will attend for a preliminary meeting and a tour of the school with the head of the relevant key stage, where the working practices of the school and expectations of the role are explained. They are issued with an information pack which includes a copy of the Health & Safety Policy and Fire Evacuation Procedures. They are required to read these documents and sign their student/volunteer placement form to confirm that they have done so. They are assigned a line manager. They will be supervised by their line manager and class teacher.

7.6 COSHH

The most hazardous chemicals used in school are the cleaning chemicals used by the cleaning staff. These chemicals will be found in the cleaning cupboards or in the Site Manager's office when not in use. Use of hazardous substances should be avoided wherever possible.

All other staff should not keep their own stock without full approval of the site manager and only after the product has been risk assessed.

Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container.

Food or drink containers must never be used to store chemicals.

Whenever possible only small quantities of chemicals should be kept, other than those properly stored and secured under lock and key.

Any hazardous spillages must be cleaned up at once.

COSHH assessments are carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There are suitable first aid arrangements available for treating chemical splashes.

Note: The Control of Substances Hazardous to Health Regulations. (*COSHH*) can be found in Site Manager's Office

7.7 Asbestos

The LA has a responsibility to ensure that surveys to establish the existence of asbestos are carried out. If any material is located which cannot be positively identified as asbestos-free, then it should be treated as asbestos, and specialist advice sought.

Note: The Asbestos Register can be found in the 5c's hazard file folder in reception.

7.8 Flammables

There should be no flammable materials kept on the school premises. In the event that such materials are kept on the premises they will be secured under lock and key.

7.9 Glass and Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard.

7.10 Traffic Movement: Vehicles on school premises

Staff and visitors should only park in designated areas and not straddle parking bays. Vehicles must not be left unattended when the engine is running.

Vehicles must not be parked in any manner that blocks emergency exits.

Disable bays are only to be used by those qualified to do so (badge holders / buses).

Pupils must be supervised in the appropriate manner which ensures the pupils' safety when contractors, their vehicles or equipment is on site.

7.11 Arrival & departure of pupils

Most pupils arrive by school's transport and their safety on arrival and departure must be ensured.

Arrival – pupils should not enter the building before 8.40am unless prearranged with the permission of the Head Teacher or entering Forests Before and After school care.

Departure – This is a particularly busy time of day and to ensure the safety of pupils, staff are responsible for handing over pupils to parents and Forests Before and After school staff.

7.12 Water- Hygiene and Legionella

Bushmead Primary School will comply with the Cambridgeshire County Council Legionellosis Risk Management Code of Practice.

Risk Assessments will be carried out at least every 24 months and additionally when:

changes have been made to the system
control measures are no longer effective
there is new relevant information about risks or control measure

7.13 Office and Classroom Safety

The office and classrooms will be checked regularly to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment is carried out every three years by the Headteacher, to ensure that the school administrative officers, teachers, teaching assistants or anyone with authorisation are not exposed to risks from repetitive strain injury or work related upper limb disorder. The administrative officers, teachers, teaching assistants and those authorised are involved in the assessment.

Display screen equipment will be maintained to a standard laid down by the LA and peripatetic technical support worker. Staff will be advised and supplied with equipment in order to avoid eyestrain, RSI, fatigue, etc, and to maintain best working practices.

There is adequate storage provided for files etc.. Space on top of high cabinets, under the desks and open floor areas should not be used for storage.

7.14 Cash handling

All cash is kept in the school safe. Cash is not stored on the premises for longer than necessary. The cash handling risk assessment in the school's financial procedures must be followed.

7.15 New and expectant mothers

When a member of staff has become pregnant the Headteacher is notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, or breast feeding up to six months any harm.

Whilst pregnancy is a natural condition, employers have a responsibility to assess risks to expectant or new mothers tailored by the work they do. Planning must include adequate rest breaks and facilities are available for this purpose.

It is the responsibility of the employer to undertake periodic reviews to assess possible hazards or improvements, and thus minimise any risks to either the mother or her child.

It is the employee's responsibility to formally notify the Headteacher of their pregnancy, so that the appropriate safeguards can be taken.

7.16 Manual Handling

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out, then a suitable risk assessment is carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

Where staff are required to carry out manual handling operations then the appropriate level of training is provided.

Seeking assistance with the task can often reduce the risks for simple handling requirements.

7.17 STEPs Training

All school staff to include The Head Teacher, Deputy and SENDCo as well as adults working with specific children, are required to undertake up-to-date training in the approved LA method.

7.18 Smoking Policy

The school has a responsibility to protect all non-smokers from the nuisance of tobacco fumes or passive smoking as it is harmful to your health. There is a strict **No Smoking Policy at Bushmead Primary School**.

7.19 Lone working

Members of staff may work in school when one of the site manager is on duty or another colleague is on site. Only members of the site team can work outside normal school times or school holidays. Any members of staff who wish to work outside school times must seek permission from the Headteacher and on all occasions must notify the Site Manager of any arrangements agreed.

Note: Staff working alone must follow the Working Alone Policy.

7.20 Valuable Equipment and Personal Property

Staff are responsible for the security of their own personal items.

Pupils are discouraged from bringing valuables into school. Jewellery should be limited to stud type earrings and an inexpensive watch. Mobile phones can be brought into school with Year 5 and 6 children that have permission to walk home on their own. They are to be handed in to the front office before children enter the school playground in the morning and will be handed back by the class teacher at 3:15.

7.21 Hygiene and Safety

Catering staff should follow all regulations to ensure hygiene in the preparation of food and food handling areas. All catering staff should have completed training on health & safety regulations in the preparation of food.

7.22 Administration of Medication

The school accepts that some pupils may need medication during school hours. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

(For further information refer to Medical Conditions Policy)

7.23 Sun Protection

7.23.1 Protective Clothing

Pupils should be encouraged to wear hats outside in the sun. Spare hats will be kept in school for those pupils who do not have a hat.

Staff should ensure that pupils cover exposed skin areas when out in the sun for longer periods of time e.g. playtimes, school trips.

7.23.1 Sunscreen

Parents will be requested to send sunscreen to school with their child, clearly marked with their name. Pupils should apply their own sunscreen. If specific children require assistance then there are always to be 2 members of staff present.

7.23.3 Shade

Pupils should be encouraged to sit/play in areas of shade. Any pupil who will not stay in a shaded area should be monitored and taken in if the risks are too high for that pupil e.g. a pupil who is not running around but just lying in the sun.

8. Monitoring arrangements

The Headteacher will monitor the implementation of the Health and Safety policy to assess whether it is being pursued effectively and safety standards are satisfactory.

The Governors will periodically inspect the school, to monitor the implementation of policy by staff, monitoring accident reports/ trends and complaints.

The site team continuously monitor matters relating to health and safety within their sphere of activity.

This policy will be reviewed every year. It will also be updated if any changes to the information are made during the year.

It will be approved by the FPP committee.

9. Links with other policies and documents

This policy links to our policies on:

Child Protection, Behaviour, Critical Incidents Plan, Educational Visits and Trips, Keeping children safe in education, Medical Policy.

Appendix 1 - Staff holding Responsibilities for Health and Safety

Date: 27th May 2024

Position	Name
Chair of the Governing Body	Becky Richards
Governor responsible for health and safety	Jodie Flowerday
Headteacher	Steve Down
COSHH Co-ordinator	Bridget Turner
Site Manager	Bridget Turner
Finance Manager	Michelle Moore

Appendix 2 - Responsibilities

Governors

To assist the Headteacher in the planning, implementation and management of health & safety issues.

To monitor, oversee and review the Health and Safety policy, and other related policies.

To ensure that health and safety responsibilities are met.

To periodically inspect the school to ensure compliance with necessary standards, policies and procedures.

To promote a safe and healthy environment within the school.

To ensure policies and standards laid down by the Local Authority are adhered to.

Headteacher

To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured.

Consult with staff on safety matters and reporting any areas where risks are not adequately controlled by existing safety procedures.

Ensure compliance with health and safety law.

Ensure staff have sufficient, relevant information, instruction, training and supervision, to enable them to comply with departmental and school safe systems of work, established rules and working practices.

Together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken.

Maintain first aid and accident reporting systems.

Bring to the attention of the Governing body or the LA, any matter of health and safety that cannot be resolved or is substantial or of imminent danger to any person.

Keep the school's Health and Safety Policy under review and bring any amendments to the notice of all staff.

Ensure the school has access to competent health and safety advice.

Senior leadership Team (SLT)

To assist the Headteacher to fulfil their responsibilities.

To develop safe systems of work for specific tasks.

Finance Manager (In liaison with the Site Manager)

To be responsible for the maintenance of equipment for protection against and escape from fire.

To initiate and keep regular fire practices and alarm tests.

To ensure emergency procedures are current and timely.

To know about risk assessment tools and how to use them to establish hazards within the school and associated risks involved.

Site Manager

Ensure staff within their control are adequately trained or instructed to perform the duties for which they are employed.

Ensure that COSHH assessments have been carried out, up to date, and the assessments sheets are available to staff who need them.

Ensure all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed.

Ensure all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals.

Undertake risk assessments on all hazardous activities undertaken by the site team.

Together with school staff assess and control risks to persons from hazards within the school premises or grounds.

Provide equipment and articles for the school that are suitable for their intended use, are correctly serviced and properly maintained and checked for safety.

Ensure hazardous substances (e.g. cleaning substances) are properly used, stored and disposed of.

Liaise with contractors, or their representatives undertaking work on the school site, to ensure the safety of any persons exposed.

Ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained.

Ensure adequate and appropriate fire drills are carried out and their results recorded.

Assist with monitoring and reviewing the school's Health and Safety Policy.

Ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.

Ensure that the school has access to competent health and safety advice for the regular inspection of small electrical items.

All Staff

To work within the L.A. and school policy

To report any situation that significantly compromises health and safety

To cooperate with management to assist them in complying with their legal and statutory obligations

Parent Helper/Volunteers

To engage only in work or activities specifically authorised by the Headteacher and Governors that they are competent to do.

To report any situation that significantly compromises health and safety.

Appointed First Aid/Manual Handling Personnel

To provide health and safety expertise in the area they are qualified and identify the need for relevant knowledge, skills, equipment, materials and training.

To receive and keep up-to-date emergency First Aid/Manual Handling training.

To work within the relevant LA and school policy.

To report any situation that significantly compromises health and safety.

Contractors on site

To undertake work in a safe manner in compliance with health and safety law and approved Codes of Practice and guidance.

Staff to notify the Headteacher of any situation in which the health and safety of others affected by the contractor's activities is or maybe significantly compromised.

Contractors must report to reception and sign in. They will receive an identification badge which must be worn. The contractor should then await instructions from the person they are visiting. Failure to display issued identification badge will nullify the right of access.

If the contractor has arrived in a vehicle they must enter the registration number in the signing in book and on leaving the building they must sign out.

Contractors will be informed on induction of the contractor rules and follow the safe working requirements while on site and sign the hazard register to indicate they have received the information.

Contractors should co-operate at all times with the requests of the Headteacher and authorised staff.

Access to some areas of the school will require specific authorisation.

Contractors on site are supervised by the Site Manager who is aware of the school's responsibilities regarding contractors. Checks are made for competence and insurance.

Contractors provide risk assessments as necessary.

Any work carried out whilst pupils or staff are on the premises must be risk assessed by the Site Manager or Caretaker, and adequate precautions to preserve health and safety rules put in place.

Before any work commences, it is advisable to hold a meeting on site with the contractor to agree how potential problems can be avoided.

Note: Contractors will be given a handout to read on the briefing and induction for contractors and the contractor Rules for Safe Workings at County Council Schools. After reading this handout they will confirm their understanding before entering their signature in the Hazard File. Bushmead Primary School operates under the 5C System

When using local contractors the school uses the LA "approved List" or contractors suggested by Strictly Education.

For a contractor to get onto the "approved List" they need to satisfy the following:

- be capable of carrying out the work in a competent manner, either by qualification training and or experience;

- can supply the resources to satisfactorily complete the job, without upfront payment;
- able to supply several satisfactory references, which should be checked;
- is a member of the relevant trade association;
- has sufficient, and up to date Public Liability Insurance, ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;
- has an up to date and meaningful safety policy;
- has documented risk assessments;
- agree to abide by the school health and safety policy and rules, in writing; clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

Appendix 3 – Accident reporting

Employees must report all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

All accidents, dangerous occurrences, violent incidents, verbal abuse and near misses must be reported on the standard County Council Incident Reporting Form (IRF 96). This form can be found on line via the Cambridgeshire Portal under Health and Safety.

“Near Misses” These are incidents that occur but where no injury or damage is sustained but could potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.

The Headteacher must ensure that they have seen each IRF(96) before they are submitted. A copy should be kept at the school and centrally filed. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.

All deaths and major injuries must be reported immediately to the Health and safety team by telephone.

Appendix 4 – Fire Safety

Fire drills are carried out at least once per term. The time taken to evacuate the school is recorded.

During some of the fire drills, we notionally block off one of the escape routes to more closely simulate a fire situation.

The fire alarm system is tested by an approved contractor on a regular basis. (Honeywell) Any faults on the systems are reported to the contractor immediately. Break glass points are tested weekly by the site team from a different point each time and a record of this is held.

In the event of fire, the alarm will sound with both siren and audible noise. All records of alarm system tests and fire drills are kept by the Site Manager. Staff and pupils must exit the building using the nearest safe fire exit door.

Teachers will be responsible for pupils in their charge. Teaching staff are to vacate the building by the nearest fire exit. It is important that you know your fire route.

Fire assembly points are known by all - Main playground area at rear of school.

Fire extinguishers are serviced annually. Fire exits must not be blocked. Fire exit doors are checked regularly to ensure that they are in good condition and can be opened.

Fire signs are adequate and updated to comply with changes to regulations. All staff, and particularly supply staff, are made aware of the fire arrangements. The Fire Evacuation Procedure is located in your Classroom on the yellow “Fire Routine” posters

Fire Wardens

Fire Wardens “sweep” the area they are in including toilets in the event of a fire or alarm to ensure it is empty and that fire doors are closed. Fire Wardens are made aware of their responsibilities and fully trained to meet them.

Appendix 5 - Risk Management Procedures

All members of staff have a responsibility to carry out daily, informal risk assessments, and of informing colleagues, Key Stage leaders, Headteacher or appropriate authority of any concerns. Assessments will enable risks to be evaluated and if necessary, for protective or preventive measures to be put in place. More formal risk assessments for activities / areas of special risk will be carried out by a trained person.

Where unusual / significant risks are noted, staff will be given opportunities to clarify their understanding orally.

Whenever a member of staff notices a hazard, they are responsible for attempting to rectify it, or notifying the site manager either orally or in writing through the Site manager "Maintenance Book".

Where appropriate, areas of risk should be made noticeable to visitors or contractors. Risk assessments will be reviewed periodically and updated where necessary. Slipping or tripping hazards: Staff and pupils should be made aware of any likely hazard which might cause a trip or fall. Situations should be reported and areas made temporarily safe as soon as possible, pending a permanent solution.

Off site visits

The Headteacher has responsibility for off site visits and ensuring procedures are followed at all times. An offsite visit is any visit where the pupil/s are taken away from the school site.

The Headteacher has the final decision-making role in any visit undertaken.

All pupils require parental permission in writing to take a trip that is outside normal curricular activities (covered by 'blanket permission slip').

Pupils travelling in minibuses must wear seatbelts at all times.

Risk assessments are completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment is completed then reviewed each term or year as necessary. All LA or DfES guidelines are followed before any off site visits take place. All necessary documentation is completed before the visit takes place.

Risk assessments will consider:

- levels of supervision needed
- transport arrangements
- activities to be undertaken
- is there a need for specialist input
- specific arrangements for First Aid
- tail lift procedure and use
- evacuation procedures for all eventualities

In all circumstances the Headteacher and Governing Body will adhere to guidelines issued by the LA and the DfES.

Where activity providers are used then their competency is checked.

The risk assessment process determines the level of first aid cover on the visit. First aid kits are always taken on the visit.

If staff are required to carry pupils in their own vehicle for whatever reason, they must have the appropriate insurance cover and written permission from the parent, guardian or appropriate person who has the authority to permit.

All arrangements for off site visits are checked by the Headteacher or Deputy Headteacher before the visit commences.

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