



**BROADWAY
FIRST SCHOOL**
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Broadway First School

Health and safety policy

Agreed/Ratified by:	Name	Signature	Date
Chair of Governors	Lesley-Anne Avis		
Health and Safety Governor	Jackie Ferguson		
Headteacher	Lee Poultney		
School Secretary	Tania Peden		
Next review date:	March 2027		

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1. THE STATEMENT

At Broadway First School, we are committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

1.1 General Requirements

- To provide safe systems of work, plant and equipment;
- To provide the safe use, handling, storage and transport of articles and substances.
- To provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely.
- To provide a safe place of work with safe means of access and egress for all persons using the premises.
- To provide a safe and healthy working environment with adequate welfare arrangements.
- To provide health and safety of persons not employed by the school, but who may be affected by its activities.
- To encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty.
- We require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

1.2 Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: responsibilities and duties for schools'
- DfE 'Safe storage and disposal of hazardous materials and chemicals'
- HSE 'Schools and education'
- DfE 'First aid in schools, early years and further education'
- UK Health Security Agency 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- First Aid including Administering Medication Policy
- Critical Incident Plan
- Social, Emotional and Mental Health Policy
- Asbestos Management Policy
- Supporting Pupils with Medical Conditions Policy
- Data Protection Policy
- Learning Outside the Classroom Policy
- OPAL Play Policy

1.3 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

1.4 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

1.5 The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council or such other persons as may be necessary.

1.6 Local Management of Schools and Delegated Funding

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.7 Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999 amended 2006, the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002).

1.8 Acknowledging Responsibility

A copy of the Health and Safety Statement is posted in the main entrance of the school. The Statement has been given to all staff and the whole policy is readily available. Staff have signed to confirm receipt of the Statement and knowledge of where the policy can be found.

2. THE ORGANISATION

2.1 Who to include

The organisation is defined as including:

The Local Authority

The Governors

The Headteacher / The School Safety Officer (secretary)

Subject Leaders in areas of particular risk

Other Teaching, Teaching Assistant and Technician Staff

The Cleaner in Charge

First Aiders / Appointed Person

Any other persons who may have been given specific responsibilities for any aspects of health and safety, e.g. Lunchtime Supervisors.

2.2 Employer's Responsibilities

Worcestershire County Council (in Community or Controlled schools)

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Broadway First School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.

- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.3 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the WCC Property Client Team of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.4 Head Teacher's Responsibilities

The Headteacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.

- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receives appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

(NB. Any major property problems should be notified to the school's allocated Property Agent (PR Associates) and H&S Advisor in the first instance.)

- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.5 Subject Leaders are responsible for:

- a) all matters of health and safety in their department or subject area.
- b) bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.

- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a subject safety policy and revising it as necessary.

(Exemplar material is produced by subject associations or by CLEAPSS for Science.)
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).

2.6 All other staff are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science)
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty, Department or Subject Co-ordinator to the Headteacher (or School Safety Officer).
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

2.7 The Cleaner in Charge is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Ensuring that any staff under his/her direct control (i.e. noncontract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).

- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).

2.8 The First Aider / Appointed Person is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Safety Information on the Children's Portal Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Safety Information on the Children's Portal Information, p. 2.45).

2.9 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives (where they exist) have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

2.10 Catering / Kitchen Manager (if employed by the school) is responsible for:

Broadway First School contract lunch provision to an outside company (Cater Cater). Copies of this policy are made available to them and the school request that they provide their own Health and Safety policy.

3. THE ARRANGEMENTS

3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

The **Cleaner in Charge** is responsible for:

- Arrangements to ensure premises are kept clean, to minimise the accumulation of rubbish.
- Arrangements for wet floor cleaning to minimise risks of slips.
- Means of disposing of glass and other sharp objects
- Arrangements for snow shifting and icy conditions (refer to Grounds Maintenance Fact Sheet on edulink)
- Arrangements for clearing leaves off pathways
- Arrangements for security/location of external waste bins.
- Arrangements for disposal of hazardous waste such as fluorescent tubes and computers etc.
- Ensure that fire exits and routes are free from obstruction. It is also the responsibility of all employees to ensure that such areas are kept free from obstruction.

3.2 Accident reporting, recording and investigation

Staff: All accidents to staff should be reported to the Head Teacher immediately. This is normally actioned by the staff member involved or, if she/he is unable or incapacitated, by another member of staff. Initial reports should be verbal, followed by an entry in the accident book. In addition, an online report form should be completed using Worcestershire County Council's Medgate Cority system. This should also include 'near miss incidents, i.e. incidents that could have resulted in injury and incidents of physical violence or verbal abuse.

Pupils: All accidents to pupils must be recorded in the accident book, which is kept with the First Aid Cupboard. All treatments/attentions must be recorded and parents informed if necessary as per the First Aid Policy. Certain specified accident categories must be reported to the County Education Office via the Medgate system Cority within 5 days of the accident occurring.

These categories are as follows: -

- Fractures
- Other Hospital/Medical Treatment
- Head injuries, i.e. concussion, giving rise to concern
- Premises/furnishing defects.

The Head Teacher will inform governors of any accidents recorded on Cority. A list of First Aiders is located in the school office and within the First Aid Policy. Accident Reports and investigation records will be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21. A list of children's specific medical conditions can be found in each class register and in the school office.

3.3 Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)

- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

The majority of reportable incidents can be submitted via WCC's Prime portal, which is accessed via the WCC Portal. Options include:

- Report an INJURY to a PUPIL/STUDENT, CUSTOMER/VISITOR, CLIENT or SERVICE USER
- Report an INJURY to an EMPLOYEE or CONTRACTOR
- Report an INCIDENT
- Report a NEAR MISS
- Report a SECTION 140 NOTIFICATION
- Report a MEDICATION ERROR
- Report an UNEXPECTED DEATH
- Report an ENFORCEMENT VISIT

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

3.4 Contractors (Management of)

When work is organised directly through the school it is the **Headteacher's** responsibility to do the following. When it is organized through **PR Associates/the Local Authority or a Project Manager** it is their responsibility to:

- Manage the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate.
- Decide how contractors are selected, (e.g. by referring to Property Services Approved Jobbing Contractors booklet available on edulink).
- Make arrangements for induction of contractors to exchange information and agree safe working arrangements.
- Check the method statements and risk assessments prior to commencement of work
- Agree how and who staff should report concerns to.
- Ensure adequate segregation of workmen and pupils.
- Provision for adequate day to day communication between school and contractors
- Provision of adequate facilities for workmen (not by school).

When we use other contractors, evidence is required that they have appropriate trade accreditation, certificates showing public liability and employer's liability insurance of £5,000,000 (£2 million as school's discretion as directed by PR Associates) and DBS safeguarding checks.

3.5 Contractors (Management of Asbestos)

It is the **School Secretary's / Person signing in contractor's** role to:

- Show the Asbestos Register to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- Through discussions with contractors/project managers the Headteacher should:
- Ensure that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving removing floors or encasements.
- Ensure that only specific contractors from the Property Resources list are allowed to work with asbestos
- To action, if necessary an asbestos survey prior to work being undertaken. Asbestos removal is only to be carried out by approved accredited contractors.
- Further guidance will be sought as necessary from PR Associates and WCC Health and Safety team.

3.6 Contractors and visitors on site

Arrival on site the **School Secretary / Person signing visitor in** is responsible for ensuring:

- Contractors show a copy of their public liability insurance if appropriate
- Photo ID is checked, they are signed in and out, and wear a badge at all times
- They are given the asbestos register and sign to say that they have done so
- They are provided with the school's documents relating to safeguarding children
- They are aware of health and safety issues (e.g. location of asbestos, fire procedures, first aid information)

3.7 Control of substances hazardous to health (COSHH) –including radiation

- The **Cleaner in Charge** is responsible for:
- Less hazardous alternative substances are purchased and used wherever possible.
- Maintaining the COSHH file
- Keeping it in the School Office
- Purchasing COSHH products using school's purchasing processes
- Carry out risk assessments for tasks using the most hazardous substances as per the WCC COSHH Policy.
- Ensuring safe storage of the COSHH products
- Ensuring that all cleaning staff are made aware of how to identify COSHH materials (Training).
- Instructions for labelling decanted substances.

3.8 Defect reporting procedures

Staff are to report any defects to the **Cleaner in Charge** and they should enter it in the 'Maintenance Book' which is located near the photocopier in the School Office.

All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.

The **Cleaner in Charge** is to report when issues have been addressed.

A report is produced for governors at termly intervals. The report is discussed at the Finance and Premises Committee where recent defects should be identified and outstanding works discussed.

3.9 Display screen equipment (DSE)

In accordance with the Display Screen Regulations:

All staff who are classed as DSE “Users” including teachers with laptops are trained in their safe use. Refresher training will be undertaken every 3 years.

DSE Self assessments for all staff members- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur

The **Computing Leader** will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

3.10 Electricity at work

Hardwired equipment is to be checked every five years.

- It is the **governors’** responsibility to ensure that they are carried out.
- PAT testing is carried out at least every 2 years.
- Hirers have to sign a document to state that their equipment is checked.
- PAT registers are kept in the staff office.
- All staff are responsible for reporting defective equipment and ensuring that it is not used.
- Staff should not bring personal electrical equipment that requires mains power from home unless it is either new or has undergone PAT testing.

3.11 Fire precautions and Emergency Plan

The Headteacher is responsible for fire precautions and emergency plans.

- **All staff** are responsible for the inspection and maintenance of fire exits/escape routes
- The **Cleaner in Charge** is responsible for checking and updating the Fire Evacuation Notices
- The **School Secretary** is responsible for organising regular inspections and maintenance of fire extinguishers annually.
- **Staff** are responsible for completing ‘In The Line of Fire’ training at least every three years.
- The **School Secretary** is responsible for calling the emergency services. The most senior manager on site is responsible for co-ordinating the evacuation.
- **The School Secretary** will take any registers out of the Office, class teachers will take registers out of the classrooms.
- The **Cleaner in Charge** is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and where records are kept in the main office.
- The **School Secretary** organises the six-monthly inspections and maintenance of the systems through PR Associates.

3.12 First aid and Medication

All details of First Aid are to be found in the school’s First Aid Policy.

- A list of first aiders is displayed in the school office and within the First Aid Policy. The First Aid cupboard is located in the photocopier room near Class 1. First aid supplies are stored in the First Aid cupboard. Gloves will be worn when administering first aid, especially when blood or other body fluids are involved. These will be disposed of appropriately. Please refer to the First Aid Policy.
- An additional portable first aid kit is available for use outside and on educational visits. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff and should be included in their risk assessment for that activity.
- The First Aid qualification is valid for 3 years and then refresher training is undertaken. The School Secretary is responsible for organising training.
- The Head Teacher or office staff are, in most cases, responsible for calling an ambulance, the first aider treating the child would accompany them to hospital if the parent or legal guardian was not available.
- Only Qualified First Aiders are responsible for administering medication. Controlled drugs are kept in a locked non-portable cupboard/unit and when administered this is recorded and signed by two members of staff. Prescribed Medication can only be administered if the parent or guardian has completed the necessary forms provided by the office staff. Please refer to our First Aid Policy for further details.

3.13 Health and Safety Advice

Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement

3.14 Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

Employees

- How are staff informed about all of the existing information held on the site (e.g. through the staff handbook, specific risk assessments and induction)
- Staff have to sign to state they have received, read and understood the information?
- Documents are kept on staff share.

Pupils

- It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.
- This is done through focused work in lessons, assemblies, etc.

Visitors / contractors

- The **School Secretary (or person signing visitor in)** shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)
- This will be done through dissemination of information in Reception and will include them signing the Asbestos Register and orally providing any important information at that time.

Governors

- The Headteacher and Clerk to Governors will ensure that governors are informed of any existing and new health and safety information.

- This will be done through reports and weekly email briefings as appropriate.

Trade unions

- The **Headteacher** will ensure that Trade Union health and safety representative are informed of new health and safety information (see section on trade union)

3.15 Lettings/shared use of premises (Extended Services)

- The **School Secretary** is responsible for ensuring that anyone that lets the property has a copy of the Health and Safety Policy and that they sign to say that they have received it.
- A written policy in place, signed by the hirer and the schools should hold a copy.
- The policy includes restrictions on use of equipment.
- Hirers are responsible for First Aid and staffing.
- They will be informed about:
 - First aid provision
 - Fire and emergency arrangements.
 - Standard operating procedures.
- The Headteacher is responsible for:
 - Agreeing to and overseeing school fetes and other fund-raising events with the organisers.
 - Ensuring emergency lighting availability.

Organisers of fetes are responsible for:

- The Organisers are responsible for applying for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003. (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)
- The organisers are responsible for checking risk assessments, which will be provided for the Headteacher.
- The organisers are responsible for security arrangements.
- Insurance cover.

3.16 Lone Working and Personal Safety

Personal safety is discussed at induction. Staff are advised not to work alone in the building. Where this is unavoidable then a buddy system is advised along with to notifying other staff of start / finish times and to notify their movements.

3.17 Maintenance/Inspection of Equipment, including fume cupboards

The following maintenance/inspection checks are in place and undertaken by appointed contractors:

- Fixed PE Sports equipment requires periodic annual inspection.
- Fire alarm system and emergency lighting are checked six monthly, fire extinguishers annually.
- The security alarm is serviced annually.

- Cleaner in Charge carries out both weekly monthly checks. These records are kept in the school office.
- Five year hardwiring electrical check.
- Electrical equipment is PAT tested bi-annually.
- Boiler and heating service checks are carried out annually by Evesham Mechanical Services as part of our SLA.
- Outdoor playground equipment is checked annually.

Health & Safety Audits are carried out six monthly by our **H&S Governor** in consultation with the **Head Teacher** or **School Secretary**.

3.17 Manual handling

The lunchtime supervisor role requires an element of manual handling due to the daily set up of the lunchtime tables. The Head Teacher will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks. Manual Handling training / awareness is given to these staff members every three years.

3.18 Monitoring arrangements

The **governing body** will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented. The governing body recognise the importance of monitoring health and safety matters.

Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents / incidents:

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the **Headteacher /Cleaner in Charge**

To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.19 Offsite and Educational Visits

Please refer to the Learning Outside the Classroom Policy, which is available on the school server and in the school office.

- The Headteacher is trained as the Educational Visits Coordinator (EVC)
- All teaching staff are trained to be Visit Leaders every 3 years. This often includes Teaching Assistants.
- Trips are risk assessed and approved by the EVC.
- Those requiring submission on EVOLVE are put on the system.
- Headteacher to sanction visit once EVC Visit leader and EVC has completed the necessary arrangements and checks.
- Requirements when planning school trip, the need for pre-site visits.

3.20 Outdoor play equipment

A log of playground equipment is stored in the Office.

- The **School Secretary** organises annual checks, via PR Associates.
- The **staff** visually check it before each play time
- Staff will report any damage or health and safety concerns immediately to the Head Teacher or School Safety Officer/Secretary.

3.21 PE Equipment

A log of PE equipment is stored in the Office.

- The **School Secretary** organises annual checks, via PR Associates.
- The staff visually check it before each lesson
- It is the **PE Leaders** responsibility to ensure that staff know how to safely set out equipment and that they are aware of the PE guidance.
- It is the **teacher's** responsibility to ensure that they have had training on how to set out equipment, that they have read the PE guidance on safe use of the equipment and that they adhere to it.
- Children are able to set out some equipment after being taught how to do it.

3.22 Personal Protective Equipment (PPE)

PPE is to be used where necessary, for example in relation to infection control. Where PPE is to be used then it should be done so in accordance with the manufacturer's instructions.

3.23 Ponds

It is recommended that two adults are outside when a group visit the pond. This is so one person can raise an alarm if needed whilst the other stays with the group.

- Unauthorised entry is prevented through it being fenced off and a padlock is on the gate.
- **Staff** accompanying groups to the pond are responsible for implementing the risk assessment for the pond area, including ensuring that the risk of infection is minimised.
- **Staff** are responsible for identifying and informing the headteacher if they become aware of any new risks.

3.24 Risk assessments

- School needs to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- Those with overall responsibility for the activity are responsible for ensuring that risk assessments are undertaken. This includes Headteacher, subject leaders and class teachers.
- Expectant mothers are to inform the Headteacher so that the Arrangements for New and Expectant Mothers can be consulted- see WCC Policy & Risk Assessment Guidance.
- When the risk assessments are complete, the Head Teacher will sign and date it as well as the responsible person.
- The Headteacher will undertake special risk assessments (such as New and Expectant Mothers or care plans for those who have health problems),
- Risk assessments will be reviewed as appropriate.
- Risk assessments are to be kept in the Risk Assessment folder on Staff Share with a paper copy in the School Office.
- The need to share all risk assessments with the relevant staff they effect.

- Staff to sign and date they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit should be risk assessed.

3.25 Sports pitches / playing fields

- The area is maintained by an external company.
- The **Cleaner in Charge / Lunchtime Staff** are to complete visual checks each day.
- **Class teachers** are then to check it prior to lessons.
- Sand pits etc. are covered to prevent fouling.

3.26 Smoking on site

The site is a 'NO SMOKING SITE'.

- Signage is displayed on all main external doors used by the public/staff

3.27 Staff Consultation / Trade Unions

Refer to general policy statement at beginning of health and safety policy

- Health and Safety is discussed as part of the Finance and Premises Committee Meetings, which are held at least three times a year.
- Staff can raise issues of concern and make suggestions for health and safety improvements through discussing these with the leadership team.
- The Headteacher will be responsible for informing and consulting "in good time" with trade union health and safety representatives on:
- Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
- Appointment of competent persons on site who will to comply with health and safety requirements
- Risks to employees health and safety and preventative measures
- Planning and organising of health and safety training
- Introduction of new technology and health and safety consequences
- The health and safety law poster is situated in the foyer.

3.28 Stress and Staff Wellbeing

- Staff with stress/wellbeing concerns are to speak to the Leadership Team and consult their GP.
- The leadership team will then adopt the County's Managing Work Related Stress Policy.
- Support may include signposting to other agencies, HR, Occupational Health. This is not an exhaustive list.
- A staffroom is provided for staff with catering facilities.

3.29 Infection control

The school will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school will keep up to date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

All staff will be subject to a full occupational health check before starting employment at the school.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

3.30 Swimming lessons

Swimming lessons take place at Evesham Leisure Centre.

- Children are supervised in line with the 'Learning Outside the Classroom' (for travelling) and Evesham Leisure Centres (supervision in pool) policies.
- A lifeguard and at least one swimming coach from the centre are employed for each session.
- There is life saving equipment at the pool.
- Normal operating and emergency operating procedures in place

3.31 Training and Development Health and Safety Related

The Headteacher is responsible for ensuring that staff inductions include Health and Safety and that new information is discussed.

- Training records are kept by the Headteacher in staff files.
- The School Secretary is responsible for informing the Headteacher when staff require refresher training.

3.32 Vehicles on site

The school has a car park for staff.

- Cars are parked at their own risk.
- There are signs to prevent public access, including walking through the site.
- The car park should be locked when not in use, for example outside of school hours.

3.33 Violence to staff / School Security

All external doors are to be kept secure with the exception of the door at Reception as there is a security door after this one. **All staff** and visitors are responsible for the security of our school site.

- Visitors are to be signed in before being allowed in to school.
- All staff are to report all incidents of verbal & physical violence to the Headteacher immediately.

3.34 Water Hygiene

Water Hygiene Refer to the Legionella Policy

- The water hygiene log book is kept in the office.
- The **Cleaner in Charge** is responsible for carrying out routine water temperature checks and flushing of the system.

3.35 Work Experience Pupils

The Headteacher or suitably appointed representative will induct work experience pupils.

They are to be monitored / supervised whilst on site and by their appointed mentor.

3.36 Working at Height

The majority of working at height will be undertaken by appointed contractors.

Where working at heights is required, for example changing a light bulb or a display, then the school's ladders should be used at all times.

A second person should be requested to support the ladder if this is deemed necessary, for example on an uneven surface.

4. Monitoring and review

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments will be made immediately.

The next scheduled review date for this policy is March 2027.