

Health & Safety Policy



Brambleside Academy Trust

Head Teacher Name & Signature:	Drew Brown	Date:
Chair of Governors Name & Signature	Bill Parker	Date:
Last reviewed on:	23.11.23	
Next review due by:	21.11.24	
Review Frequency	Annual	
Lead	Fiona Schofield	
Situation	L – 17 Changes / No Changes / New	

Brambleside Primary School

Health and Safety Policy

1. Context

This Health and Safety Policy for Brambleside Primary School has been written to satisfy the requirement for an additional school-based policy and it will be reviewed on an annual basis. Health and Safety has a very high priority at Brambleside and it is our intention that all stakeholders: governors, staff, pupils and parents, share responsibility for their own safety and that of others.

2. Statement of Intent

- The Governors of the school recognise and accept their corporate responsibility as an employer for providing a safe and healthy environment for the teaching and non-teaching staff in their employment, for the children attending the school and for other people who visit or are users of the school.
- They will take all reasonable steps within their power to fulfil this responsibility and they will pay particular attention to the provision and maintenance of facilities and equipment that are safe, to safety arrangements, especially in areas of high risk, to imparting information and advice conducive to safety and to the provision of a healthy working environment and of adequate welfare facilities. Management is responsible for ensuring the highest possible standard of occupational health.
- The Governors recognise their responsibility to implement, monitor and evaluate their duty to ensure that all legal requirements are addressed.
- Every employer is required to produce and to keep under review a written statement of general policy with respect to the health and safety at work of employees and the organisation and arrangements of all employees. The Governors, as the employer, have produced the following policy statement for the school. All members of staff should be made aware of this statement and the procedures and arrangements for health and safety.

The Governors undertake to review the policy annually and in response to any major incident.

3. Responsibilities and Organisation

The Governors

- The general duties of the Governors to their employees are set down in Section 2 of the Health and Safety at Work Act 1974 (HSWA):
 - **Section 2 (1)** "It shall be the duty of every employer to ensure, as far as reasonably practicable, the health, safety and welfare at work of all employees."
 - **Section 2(2) (a)** "The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health."
 - **Section 2 (2) (b)** "Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances."
 - **Section (2) (2) (c)** "The provision of such information instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees."
 - **Section 2 (2) (d)** "So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in such a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks."
 - **Section 2 (2) (e)** "A safe environment with adequate welfare facilities."

The Management of Health and Safety at Work Regulations 1999 (MHSWR) cover the same geographical area as the HSWA and cover all workplaces and work activities. They contain more specific and detailed requirements. They are published by the HSE, as well as Approved Codes of Practice (ACoP) and Guidance.

The Site, Premises and Safety sub-committee of the Governing Body will be responsible for all matters relating to the policy. This committee will complete reports on a termly basis and report matters to the full governing body (unless urgent action is required). Risk assessments will be brought to this committee and they will carry out regular inspections to monitor health and safety issues.

The Governors have appointed one member who will have oversight of health and safety matters.

The Headteacher

- All problems relating to health and safety matters should be brought to the attention of the Headteacher.

The Headteacher will:

- Take day to day responsibility for all health and safety matters.
- Appoint a Health & Safety Officer who will advise on the daily routines of Health & Safety and be responsible for the preparation of risk assessments, individual healthcare plans and monitoring specific activities of the Site Supervisor.
- Liaise with the Governors and carry out their recommendations in order to ensure that the responsibility as stated in its Policy Statement is fulfilled.
- Ensure risk assessments are completed when appropriate and accurately reflect potential risks/hazards and suitable control measures (see Risk Assessment forms, Appendix A and in Educational Visits Policy). Risk Assessments are completed and stored electronically on the shared drive.
- Judge whether the steps that need to be taken to remove potential hazards are 'reasonably practicable' and lie within executive authority and, as appropriate, take action.
- Report to the Governors regularly on health and safety matters and seek their decision in those instances where their normal executive authority does not allow them to take action or where they have doubts about the practicality of a proposed solution.
- Take note of health and safety bulletins and safety instructions issued from time to time by the external agencies, and arrange for this information to be completed and disseminated.
- Investigate, as soon as practicable after their occurrence all accidents and dangerous occurrences and to report thereon to the Governors, Local Authority and Health and Safety Executive as appropriate.
- Be readily available to accredited Safety Representatives and to co-operate with Safety Representatives in carrying out inspection of the workplace.
- Receive written reports from Safety Representatives following an inspection of the workplace and to reply in writing to the points made.
- Keep an up to date list of all Safety Representatives in their establishment, both teaching and non-teaching (including Education Catering Staff).
- Ensure adequate arrangements for the establishment and running of school Health and Safety Committees and that decisions reached are executed.
- Ensure that a person is nominated as being in charge in the Headteacher's absence, that procedures are in place to inform all staff of this and that the nominated people are clear as to their responsibilities.
- Arrange adequate staff training including for all on Health and Safety matters, including how to deal with incidents of physical, racial or verbal abuse or harassment.
- Instil a positive culture with regards to health and safety by being an advocate and

visible figure of action.

- Ensure that Health and Safety is an agenda item at staff and SLT meetings at least once a term (this includes weekly staff briefing meetings).

Site Manager will:

- Assist in staff training programmes.
- Inform staff of current information on potential hazards.
- Ensure adherence to the Health and Safety policy by him and his cleaning staff.
- Regularly check workplaces and equipment and report any hazards to the Headteacher.

Staff will:

- Sign and say they have read and accepted the Policy.
- Have a responsibility to safeguard themselves and others in all activities which they undertake, being aware of latest guidance. Risk assessments must be carried out on high risk activities including off-site visits. (see Educational Visits policy).

4. Policy Implementation

- The Governing Body will participate in and/or arrange for regular inspection of the premises in order to identify and institute remedial work necessitated by any risk to health and safety as derived from the premises, materials or equipment. This testing will be completed routinely, but also when considering changes to the school environment, such as building works or operational changes.
- The Governing Body will ensure through the Headteacher that those contractors employed to undertake work at the premises undertake that work in a safe manner, so that they do not expose employees or persons using the premises to health and safety risks. In particular, where risk is involved, the Headteacher will:
 - Telephone the appropriate office – and report the situation.
 - Take steps to ensure that all persons are kept well away from the area until the danger is removed.
 - Bring it to the attention of the senior representative of the contractor on site if the danger is imminent.
- In accordance with The Management of Health and Safety at Work Regulations 1999 (MHSWR), the Governing Body will arrange for suitable risk assessments to be made in relation to all work activities that could involve hazards to any person's health and

safety and will record the result of such assessments and the measures being taken to eliminate and reduce those risks. (See Risk Assessment pro formas in Risk Assessment folder on the shared drive.)

- The Governing Body will arrange for suitable risk assessments to be made in relation to all work activities that could involve hazards thus adhering to the Control of Substances Hazardous to Health (COSHH) Regulations and other relevant regulations appropriate to the school environment, such as equipment testing.
- The Governing Body will discuss and take decisions on health and safety matters regularly at their meetings. Adequate provision will be made in the school budget for health and safety matters and the Headteacher will report regularly to the Governors on health and safety.
- The Governing Body will, with other agencies as appropriate, make financial provision for:
 - providing appropriate training for safety.
 - disseminating health and safety information.
- New members of staff and contractors and regular visitors e.g. students, work experience placements and volunteers must be fully briefed on health and safety arrangements by the Headteacher.
- The Headteacher will ensure that contractors' safety policy statements and safe working methods will be requested and examined prior to work commencing.
- The Headteacher will ensure that any premises defect etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- The Headteacher will record and report any defect or concern together with the action taken to rectify the situation.

a) Accidents/Incident/Injuries

- An incident/injuries report form must be used to report all accidents (and near misses), whether or not they involve absence from school and whether or not the person(s) involved is (are) employees. Any incident of a hazardous nature, even when not causing an accident should be reported.
- Accidents to pupils/students should also be reported.
- Incidents of physical, racial or verbal abuse should also be reported.
- The accident and incident forms are kept in the School Office and details of all accidents will be entered by the Headteacher in consultation with those persons

or person concerned and returns made to external agencies.

- When a serious accident or incident occurs, it is important that the site is left untouched until advice is obtained. Union Safety Representatives also have the right to inspect the site of an accident or serious incident.

b) First Aid

First Aid boxes are located in:

- a) the Medical room
- b) Shared area Key Stage 1

and there is a first aid baskets in:

- a) Reception RSS

- A list of qualified appointed First Aiders, including Paediatric First Aiders, is available at all first aid points and throughout the school (see Appendix A). Further advice regarding First Aid can be found in the First Aid and Medication Policy.
- A named person has been nominated for frequently checking and re-ordering first aid supplies for the First Aid boxes.

c) Fire Precautions

- Fire drills:
- Frequency..... Once a term
- Fire Exits See Fire Risk and Log Book Files
- ProcedureSee Fire Risk and Log Book Files
- Fire AlarmSee Fire Risk and Log Book Files
- Fire notices are displayed in all Classrooms (location - Fire Exit) and Offices.
- In the event of evacuation, no member of staff or pupil shall re-enter the building without the permission of the senior member of staff present. Where there are members of the police or fire brigade present, the senior member of staff shall seek such permission from the fire or police in charge.

d) Safety Representatives

- Under the Safety Representatives and Safety Committee Regulations 1977 or the Health and Safety (consultation with employees) Regulations 1996 (whichever appropriate) recognised Trade Unions can appoint a Safety Representative. Safety Representatives are entitled to time off with pay to perform the following

functions:

- investigate potential hazards and to examine causes of accidents.
- investigate employee complaints.
- to make representations to the employer on matters arising out of (a) and (b).
- to make representations to the employer on general matters affecting the health, safety or welfare at work of the employees.
- inspections of the workplace.
- represent employees in consultations with Inspectors of the Health and Safety executive.
- the school's current Health and Safety representative is:
 - Name: currently there is not a union Health and Safety representative
 - Union:
 - Staff Represented: All Staff.
- Safety Representatives are entitled to time off with pay for training. This would normally consist of an induction course followed by such training as is needed from time to time to keep abreast of new developments. Such training will not be provided by the employer but through the Representative's trade union.

e) No-Smoking Policy

The school adheres to English law with regard to no smoking on school premises. Reminders are displayed on the school site. Those wishing to smoke must do so off-site and out of the view of pupils. Visitors and contractors to the school should be made aware of the school policy. The no-smoking ban extends to times of closure too.

f) School Journeys, Activities and Visits Policy

i. Governors' Responsibility

The Governing Body should be informed in advance of school journeys, activities and residential. Approval of the Governing Body is required and risk assessments should be authorised by the Educational Visits Leader or Headteacher. A competent external person will approve category C visits (Plumsun representative).

ii. Headteacher's Responsibility

The Headteacher will ensure that any journey will be properly planned, the appropriate staff appointed, suitable transport provided, appropriate forms,

checks and risk assessments completed, and that liaison with the Governing Body is maintained as appropriate.

iii. Staff Responsibility

It is realised that school visits and extra-curricular activities provide opportunities for learning through direct experience and they can make a significant contribution to the educational development of the child. At Brambleside Primary, visits and activities have a valuable position in our curriculum. Children will benefit throughout their primary education from a variety of out of school experiences. These must be organised so that the experience for the children is safe and structured.

Strict procedures should be firmly adhered to when planning activities or organising visits outside the school. Full guidance with regard to risk assessment, planning and organising visits including the emergency procedure can be found in the **Educational Visits Policy** and guidance can be sought from the school's Educational Visits Leader, the Headteacher or an external competent person (Plumsun).

g) Other Policies and Guidance

The school approves other specific policies and procedures (some are mentioned above) that ensure the implementation of this policy. They are listed as: Educational Visits Policy, Individual Healthcare Guidance, First Aid and Medications Policy and additional health and safety procedures (see Appendix B).

Date Policy Approved:

Approved by (name):

Position:

Signature: