



BYRON COURT PRIMARY SCHOOL

Health and Safety Policy

1.0 Statement Of Intent

The Governing Body of Byron Court School will take all steps within its power to meet its responsibilities under the Health and Safety at Work etc Act and other health and safety legislation relating to its activities.

This Health and Safety Statement describes our organisation and arrangements for the management of health and safety within the School. It should be read in conjunction with the Council's Health and Safety Policy Statement and organisation and arrangements including the approved scheme for the local management of schools.

2.0 Organisation

2.1 Responsibilities of Governing Body

The Council's Health and Safety Policy Statement sets out the principles by which some of the LEA's responsibilities as an employer have been delegated or devolved to governing bodies. The list which follows is a summary of those delegated or devolved responsibilities.

The Governing Body will:

- a. Formulate a Health and Safety Statement setting out in writing the responsibilities and arrangements for ensuring safety in the School. The Statement will comply with: the Council's Health and Safety Policy Statement; The Education Service's organisation and arrangements and Codes of Practice and Codes of Safe Working Practice (all of which are kept in the School's Health and Safety Handbook) and be reviewed at least once a year;
- b. Implement new arrangements as necessary;
- c. Promote high standards of health and safety in the School.

The Governors have a responsibility to:

- a. Ensure that sufficient safety equipment, including firefighting and first aid equipment, is provided to standards set by the local authority
- b. Ensure that the site and buildings are inspected termly and that sufficient funds are made available to deal with any work required for health and safety reasons
- c. Ensure that the plant and equipment used within the school is regularly inspected and maintained to Council standards, and that chemicals are kept in a safe condition and safely stored
- d. Ensure the emergency procedures are regularly tested
- e. Inform the local authority if the Governors are unable to take the necessary action to deal with a safety hazard
- f. In consultation with the Executive Headteacher and school Health & Safety Committee, ensure that the local safety policy and relevant guidance are followed and regularly reviewed and updated

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- g. Ensure that goods purchased from the school's budget conform to European and/or British standards
- h. Ensure that the Council's accident and violent incident reporting procedures are followed and that accidents and violent incidents are investigated in order to try and prevent a recurrence
- i. Provide the necessary resources, i.e. time, finance for training staff in first aid, firefighting and other specific health and safety training that may be required
- j. Provide protective clothing and equipment to protect staff and pupils from hazards
- k. Ensure that consultation takes place with trade unions representatives and that staff are informed of health and safety matters
- l. Ensure trade union health and safety representatives are able to carry out inspections, including preparing a report, termly and following a specific incident
- m. Co-operate with officers from HSL in respect of health and safety matters pertinent to the school

2.2 Duties of All Employees

Most of the day-to-day responsibility for health and safety matters will be delegated to employees, e.g. the Executive Headteacher. All employees should:

- a. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- b. Co-operate with their employer in all matters of health and safety, so as to enable the law to be complied with;
- c. Not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare;
- d. Report to their line manager* any serious and immediate danger to health and safety;
- e. Report to their line manager* any shortcomings in the arrangements for health and safety;
- f. Follow instructions when using any machinery, equipment, dangerous substance or safety device;
- g. Only use equipment when satisfied that they are competent to use it.

* Executive Headteachers should, in general, report to the Governing Body
Disciplinary action may be taken against anyone disregarding safe working practices.

2.3 Responsibilities of the Executive Headteacher or Other Designated Person

The Executive Headteacher or other properly delegated person* will:

*(See guidance in paragraph 2.4)

- a. implement the school's health and safety plans and objectives as agreed by the Governors on a day-to-day basis.



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- b. be the focal point for day-to-day matters relating to health and safety within the school.
- c. actively implement and monitor the Corporate Health and Safety Policy associated Health and Safety Technical Standards and specific Education health and safety guidance within the school
- d. incorporate the three essential elements for managing Health and Safety in school – Inspection, Risk Assessment and Monitoring - into the school's own management approach and procedures making health and safety an integral part of the school's development plan.
- e. nominate a health and safety representative or person within the school who is able to assist and advise the Executive Executive Headteacher on health and safety matters including risk assessments.
- f. undertake regular audits/inspections of the school, or specific areas and co-operate with HSL in undertaking audits and review regularly the safety practices and performance of the whole school and take appropriate action when necessary
- g. have a system in place that identifies health and safety problems, including the prioritisation and programming of corrective action.
- h. consider existing and potential hazards in each area of the premises and in each work activity. Through the process of risk assessment identify specific hazards, the preventative and protective measures that should be taken including when such measures will be implemented.
- i. establish a School Health & Safety Committee that can monitor the measures that are being followed and revise them if necessary.
- j. ensure that her/his knowledge of health and safety matters is kept up-to-date and undertake relevant health and safety training either recommended or provided by **HSL** or other appropriate training body.
- k. ensure that their staff are kept informed of health and safety matters relevant to their place of work. Ensure that relevant health and safety information is provided and circulated to, and

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discussed with, their employees. Ensure that Health & Safety is an agenda item at staff meetings.

- l. ensure procedures are in place to provide health and safety advice and information to students undergoing school-based teacher training. Such information to be provided also to new employees including newly qualified teachers, supply teachers, relief staff and also volunteers so that such 'new' persons fully understand what is expected of them. This is particularly important for the higher risk practical subjects. It is recommended that this is done by holding initial briefing meetings, providing written procedures and holding follow-up meetings as appropriate
- m. bring to the attention of the Governing Body any significant health and safety issues and involve the governors in any policy matters bringing to their attention recommendations for improving health and safety standards in the school. Ensure that Governors are aware of health and safety guidance received from the Education Service or HSL and liaise with and involve as appropriate the Health & Safety Lead Governor
- n. arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate disciplinary action as appropriate;
- o. ensure that instructions from the Local Education Authority on health and safety matters are reported to the Governing Body and/or implemented as appropriate;
- p. seek specialist advice on health and safety matters when necessary.
- q. report to the Director of Education hazards which cannot be rectified immediately or from within the resources of the Governing Body;
- r. stop any misuse of equipment etc. (Specialist advice may be obtained from the Health and Safety Officer or relevant Advisory Service);
- s. ensure accidents and dangerous occurrences and incidents of violence are recorded and reported and identify ways of preventing a repetition
- t. consult and involve trade union safety representatives in all matters relating to the health, safety and welfare of staff.
- u. undertake risk assessments* as required by the Management of Health and Safety at Work Regulations 1999, to identify any risks to employees and others resulting from work activities or processes.

***Risk assessments**

- i. When significant risks are identified the assessment will be recorded in writing using the Council's Corporate Risk Assessment Form and relevant guidance.
- ii. Everything reasonably practicable will be done to minimise or remove the risks, and written assessments will be reviewed at least annually unless stated otherwise.

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- iii. Where appropriate, the Executive Headteacher will arrange for training to be provided on undertaking risk assessments. HSL can provide schools with copies of generic risk assessments. However the onus is on the Executive Headteacher to ensure that these
- iv. assessments are tailored to adequately address specific hazards and risks within the school.
- v. The Council's Corporate Guidance on **Managing Safety and Undertaking Risk Assessments** will be referred to for further advice and information. A copy of the guidance will be made available in the school office and is also obtainable from HSL and on the Council's Intranet.

2.4 Responsibilities of Other Employees

The Site Supervisor's will:-

- a. Carry out a routine check of the premises and grounds first thing each morning and remove or rectify any obvious hazards.
- b. Carry out a visual inspection each week, rectify any problems which may be a health and safety risk or report to the Executive Headteacher problems which s/he cannot rectify.
- c. Deal immediately with any hazard reported to him by staff, pupils or parents and make the area safe.
- d. Ensure that windows, external doors and gates are securely locked and the alarm is set whenever the school building is unoccupied.
- e. Ensure that specific doors and gates are locked and unlocked at agreed times during the day to restrict the number of entry points.
- f. Clear away any accumulation of rubbish and remove any graffiti or any other unsightly debris to discourage arson or vandalism.
- g. Check that fire exits are kept clear.
- h. Monitor the cleaning in the school to provide a clean and healthy environment.
- i. Check the toilets regularly during the day and ensure that adequate supplies of soap and toilet paper are always available.
- j. Telephone the fire brigade in the event of fire on the premises.

The Welfare Assistant will:-

- a. Maintain an up to date first aid qualification.
- b. Keep records of all injuries to children and their treatment.



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- c. Keep records of all medication given.
- d. Follow the school policy and Brent Education Service Health and Safety guidelines for first aid and the administering of medication.
- e. Report significant injuries to the Executive Headteacher.
- f. Care for the children taken ill at school until a parent or other nominated carer arrives to take care of the child.
- g. Maintain an up to date stock of first aid in line with the Brent Health and Safety guidelines.
- h. Wear latex disposable gloves when dealing with incidents of bleeding and vomiting.
- i. Give SMSA's instruction, as necessary, on first aid matters.
- j. Check the ground floor in the event of the building needing to be evacuated.

The Office Staff will:-

- a. Ensure that offices and reception areas are free from hazards for visitors to the school.
- b. Ensure that all visitors to the school sign in the visitor's book and wear an identity badge.
- c. Take class registers and visitor's book down to the assembly point in the event of evacuation. Give class registers to teachers and account for people entered in the visitor's book.
- d. Check the ground floor toilets in the event of the building needed to be evacuated.
- e. Telephone the fire brigade in the event of fire on the premises.
- f. Support the Executive Headteacher and Faculty Leaders in monitoring that contracts for inspection and maintenance of equipment are carried out competently.

3.0 ARRANGEMENTS

3.1 Fire and Other Emergencies

- 3.1.1 Emergency procedures exist covering a range of situations (eg medical emergency, serious injury, severe weather, fire, severe electrical fault, bomb alert,) which will or may arise.

These documents will be kept in the positions indicated.

<u>Type of emergency procedure</u>	<u>Location(s)</u>
1. Fire Evacuation Procedure	Staffroom
2. First Aid Procedure	Welfare Room



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3. Medicines at School. Welfare Room

4. Blood borne diseases Welfare Room

3.1.2 In an emergency a responsible person is to clear the area of people, take appropriate immediate action, eg close doors, isolate services, call emergency services and summon the **Executive Headteacher or Head of School** to arrange follow-up action.

3.1.3 Once emergency procedures have been put in hand the **Executive Headteacher, Head of School or designated person** will report the circumstances by telephone in accordance with the Emergency Evacuation document which is kept in the office.

FIRST PRIORITY: in all hazardous situations is the safety of people, their removal from danger, care and the application of first aid.

SECOND PRIORITY: call the emergency services where necessary.

THIRD PRIORITY: safeguard premises and equipment, if safe to do so.

3.1.4 **The Executive Headteacher or designated person** is responsible for providing the police with emergency telephone numbers for use if an emergency occurs outside of School hours.

3.1.5 Fire drills are held termly and are initiated by the Executive Headteacher.

3.1.6 Details of the positions of the following isolation points (water, electricity, gas) are kept by the caretaker.

3.2 Fire Prevention and Detection Equipment Arrangements

3.2.1 The Site Supervisor's are responsible for initiating the test of the following systems and completing the record sheets which are kept in the places indicated below:

<u>System Type</u>	<u>Location of Test Records</u>
1. Fire Alarm	School Fire Safety Logbook
2. Emergency Lighting System	School Fire Safety Logbook
3. Water Testing	Health and Safety File

3.2.2 The Site Supervisor is responsible for conducting a weekly visual inspection of fire fighting equipment during term time.

3.2.3 Millennium Fire Protection is responsible for conducting the annual test of fire fighting equipment.

3.2.4 Fire precautions

- a. The school has drawn up an emergency plan to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- b. All staff will be made aware of the emergency plan including the action to be taken in the event of a fire. A full evacuation/practice drill will be carried out each term at a

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- c. time to be decided by the Executive Headteacher, details of the evacuation will be recorded in the Fire Certificate logbook.
- d. The Fire Logbook will provide details of weekly checks of the fire alarm and other fire precaution equipment, as well as fire drills and staff training. A copy of the fire certificate logbook is kept in either the School Office.
- e. The School's emergency plan complies with the Council's Technical Standards for Fire and Emergency Evacuation, a copy of which is kept in the school office and can also be obtained from HSL or on the Council's Intranet.

Fire Logbook

The Fire Logbook will be kept in the School Office and will include:

- a. The fire risk assessment for the school premises..
- b. The fire emergency plan for the workplace.
- c. The fire weekly test log.
- d. Copies of any debrief relating to fire drills.
- e. Copies of test certificates for the fire system:
 - Fire alarms (renewed annually)
 - Smoke detectors (renewed annually)
 - Emergency lighting (renewed annually)
 - Fire extinguishers (renewed annually)
 - Copy of the fixed wiring certificate (renewed every 5 years)
 - Copies of any improvement notice issued

3.3 Hazard Reporting, Risk Assessment and Safety Signs

- 3.3.1 **All employees and governors** should report hazards of which they become aware to members of the Health and Safety committee.
- 3.3.2 If the hazard cannot be removed the Executive Headteacher or designated person is responsible for initiating a risk assessment and any remedial action decided upon, including the provision of safety signs which comply with the regulations where necessary.

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3.4 First Aid

- 3.4.1 The school will maintain an appropriate number of trained First Aiders whose training will be kept up to date as required.
- 3.4.2 There will be a minimum of three persons trained to the level of 'First Aid at Work'. There will be a minimum of two persons trained in Paediatric First Aid.
- 3.4.3 On expiry of certificates or when an employee who has been trained as a first aider leaves the School, the Executive Headteacher will make arrangements for another person to be trained to replace them.
- 3.4.4 The names of current first and emergency aiders (including dates for re-certification) are displayed at the following points in the school.
- Welfare Room
 - Staff room notice board
 - School Office
- 3.4.5 First aid boxes are kept at the following points in the School.
- Welfare Room
- 3.4.6 Travelling first aid boxes are kept at the following points in the school
- Welfare Room
- 3.4.7 A termly check on the contents of boxes will be made by the Welfare Assistant.
- 3.4.8 Use of first aid materials and deficiencies should be reported to the Welfare Assistant who will arrange for replacement.
- 3.4.9 First aid record books are kept in the following places in the School.
- Welfare Room
- 3.4.10 Details of contact numbers for the nearest hospital casualty department and other medical services are displayed in the Welfare Room and on the Health & Safety notice board in the staffroom.

3.5 Accident and Dangerous or Violent Incident Reporting and Investigation

- 3.5.1 **An employee** who witnesses an accident or dangerous or violent incident, or to whom one is reported, will make an entry as soon as practicable afterwards in the accident report book which is kept in the Welfare Room, and additionally will make a report on the Brent online reporting system if the accident or incident is serious.
- 3.5.2 Reports of serious accidents should be drawn to the attention of the Executive Headteacher. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work he/she will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident he/she will report the accident in accordance with the Council's procedures.
- 3.5.3 Pupil Accidents – will be recorded in the Pupil Accident Book kept in the welfare room. Accidents that are serious in nature and / or major or significant (for example where children have been referred to a doctor for further medical examination) will be reported using the Brent

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online reporting system.

- 3.5.4 Non-pupil Accidents – all accidents involving non-pupils (staff, visitors, siblings not on roll, etc.) shall be recorded on the Brent online reporting system regardless of the level of seriousness.

3.6 Entering and Leaving the Premises

- 3.6.1 The Caretaker is responsible for opening and securing the building as necessary.
- 3.6.2 During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Caretaker in consultation with the Executive Headteacher.

3.7 Maintenance of Premises and Housekeeping

- 3.7.1 All corridors, passageways and gangways should be kept clear of rubbish and obstructions to a width of 1.0 metres minimum. Teachers will make a daily check outside their classrooms. Caretaker will check general corridors. **All employees** are required to co-operate with decisions taken as a result of this check.
- 3.7.2 An employee encountering any damage to or wear and tear of the premises, including safety signs, which may constitute a hazard should report to the Executive Executive Headteacher or inform a member of the Health and Safety Committee.
- 3.7.3 Defective furniture should be reported to the Executive Executive Headteacher and a written note made in the Caretakers Yellow book in the school office.
- 3.7.4 The school office, in consultation with the caretaker and Executive Executive Headteacher, is responsible for ordering repairs which are the School's responsibility, eg replacement of damaged glazing, under the delegated budget and /or LMS arrangements.
- 3.7.5 Schools with devolved budgets
The Executive Headteacher, in consultation with the Governing Body, is responsible for determining the programming of structural maintenance works, having taken into account the works identified in the Council's inspection surveys.
The Executive Headteacher, in consultation with the Governing Body, is responsible for making arrangements for dealing with asbestos in compliance with the Council's policy, in particular when arranging adaptations or improvements.

3.8 Training

- 3.8.1 The Executive Headteacher will draw health and safety responsibilities and the Council's and school's health and safety arrangements to the attention of employees as part of their induction training
- 3.8.2 The school's Health and Safety Committee will identify health and safety training needs in consultation with the employees concerned.
- 3.8.3 The Senior Management team, in consultation with the Governing Body is responsible for the School's training plan. It may be included in the School's development plan.
- 3.8.4 Where children take part in potentially hazardous activities (e.g. abseiling, canoeing, swimming) these are provided by fully insured and reputable organisations where trainers hold appropriate qualifications and attend refresher training when necessary e.g. PGL Adventure UK, Vale Farm leisure centre.

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3.8.5 Employees who feel that they have need for health and safety training of any kind should notify the Executive Headteacher in writing.

3.8.6 The Executive Headteacher and health and safety committee are responsible for reviewing the effectiveness of health and safety training.

3.9 Work Equipment

3.9.1 Specific Risks

The following types of equipment have been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:-

	<u>Person Responsible for Selection/Risk Assessment</u>	<u>Persons Authorised to Use/Operate</u>	<u>Persons Authorised to Inspect and Arrange Repairs</u>	<u>Frequency of Inspection</u>
1. Access Equipment (e.g. ladders, mobile access platform)	HT & SLT	Site Supervisor	Site Supervisor	Annual Site Supervisor's to complete "Working at height" course.
2. Caretaking and Cleaning Equipment (including tools)	Superclean / Site Supervisor	School care staff	School care staff	School care schedule –
3. Grounds Maintenance Equipment	Wembley Football Club (until Nov. 17)	Maintenance staff	Site Supervisors	Annually
4. PE and Play Equipment	Site Supervisor and Physical Health & Wellbeing Leader	Qualified teachers All staff (small equip)	Continental Sports Ltd	Annually
5. ICT Equipment.	HT & SLT	All staff	Site Supervisor's / PAT Joskos	Annual PAT testing.
6. Stage Lighting Equipment	HT & Art Faculty Leader	All staff (children under supervision)	SLT	3 yearly
7. Mobile Staging and Seating	HT & Art Faculty Leader	All staff	SLT	Annually
8. Portable Electrical Appliances	HT with SLT	All staff (children under supervision)	SLT	3 yearly
9. Respiratory Protective Equipment/ Defibrillator	Welfare Officer	Welfare/ First Aid trained staff	Welfare Officer / SLT	Annually
10. Gas / Electrical Appliances for curriculum use (e.g. Cookers)	N/A No gas appliances. All electrical installations will be subject to the Fixed Wiring inspection.			
G11. Kitchen Equipment	HT & SLT	Kitchen staff (Taylor Shaw employees).	Kitchen supervisor (Taylor Shaw employees).	Termly

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3.9.2 Electricity

- a. All portable electrical equipment used at the school must meet the relevant British Standard and will be inspected and tested as required by the Electricity at Work Regulations and in line with the **Corporate Safety Guidance on Portable Appliances Testing and Fixed Installations**. The guidance is available in the school office and also obtainable from HSL or on the Council's Intranet. The school will keep records of all tests carried out on items of electrical equipment including fixed electrical installations.
- b. Any item of electrical equipment found to be defective will be removed from use immediately as long as it is safe to do so. A safety warning sign must be attached stating that the equipment is **out of use/do not use** until it has been repaired and re-tested by a competent person or replaced.
- c. Staff are encouraged to make daily visual inspections each time they use an item of electrical equipment so that any defects can be quickly found and dealt with.
- d. The School will have a full electrical inspection undertaken by a competent person at **least once every five years**.

3.9.3 Dangerous Parts of Machinery

No machines in regular use at Byron Court School have dangerous parts requiring the use of safety guards or special training for use.

Contractors bringing dangerous machines onto the school premises will carry out a risk assessment and follow adequate safety procedures.

3.10 Safety Inspections

- 3.10.1 Health and safety inspections of premises will take place at least once every year. They will be initiated by the Executive Executive Headteacher with the Health and Safety Committee. The nominated person will conduct the inspection jointly with the School's health and safety representative(s) if possible.

3.11 Provision of Information

- 3.12.1 The Executive Executive Headteacher is responsible for distributing all health and safety information received by the School from the CEO or elsewhere and for the maintenance of a health and safety information reference system.
- 3.11.2 All employees will be informed of the health and safety advice on the Brent website. New employees will be informed of all relevant health and safety information as part of the induction process.
- 3.11.3 All health and safety documentation is kept in or with the Health and Safety File which is kept in the School Office and is readily available for reference by all employees. This is the master file. The exception is where information is more appropriately kept at a particular location (e.g. risk assessments for the use of hazardous substances). In such cases the Executive Executive Headteacher will inform the relevant employees of the location and information kept on these files. A record of the content and location of these files will also be kept on the master file.

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3.11.4 All new health and safety information received at the School will be displayed for two weeks on the School health and safety notice board. The notice board is sited in the Staff Room and has an abstract of the Health and Safety at Work Act 1974 in place.

3.12 Curriculum Planning (e.g. Educational Visits, Work Experience)

3.12.1 Particular activities requiring the approval of specific persons are identified as follows:-

- Educational visits including overnight stay) Permission form from parents and
- Educational visits (not including overnight stay) approval of the Governing Body

3.13 Hazardous substances

- a. All chemicals and other products known to be hazardous, and any processes that create dust or fumes will be assessed in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations. The assessment must be recorded.
- b. The school will ensure that written information on the correct use and storage of each product is made available to the staff concerned including a copy of the relevant and current safety data sheet.
- c. Whenever possible, substances that are classed as hazardous will be replaced with safer alternatives. The School will keep an up to date inventory of all hazardous substances and products stored on site. (Annex 1 - inventory of hazardous substances)
- d. The Council's Corporate Health & Safety Arrangement on **COSHH & Undertaking COSHH Assessments** provides further detailed advice and information on hazards associated with the use of hazardous substances and processes. A copy is available in the School office and can also be obtained from HSL.
- e. Contractors bringing hazardous substances and chemicals on site will provide COSH details to the school.

3.14 Manual Handling

3.14.1 The Site Supervisor and SMT are responsible for maintaining an assessment of the manual handling activities in the school. They will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

3.15 Waste Management and Cleaning Arrangements

3.15.1 Waste is collected daily by **the cleaners** and the caretaker ensures its safe storage in appropriately sited containers. **All employees** are responsible for reporting accumulation of waste, or large items of waste that require special attention to the caretaker who will arrange for its disposal.

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- 3.15.2 All employees are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the caretaker who will arrange for them to be dealt with.
- 3.15.3 Hazardous materials or substances require special procedures for disposal. **All employees** are responsible for ensuring that hazardous substances are disposed of safely. It is not usual for hazardous materials or substances to be found in school.
- 3.15.4 The School office is responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LEA.
- 3.15.5 The cleaning arrangements for the School are set out in the contract with Superclean (now Kingdom Services Group).
- 3.15.6 An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the cleaning supervisor who will assess whether the arrangements can be changed.

3.16 Use of Premises Outside School Hours

- 3.16.1 The Executive Headteacher is responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.
- 3.16.2 The Site Supervisor is responsible for informing other users of the building of the presence of any hazards which they may encounter and how the risks have been controlled (*eg cordoning off, warning notice*).
- 3.16.3 The Site Supervisor is responsible for checking that the premises are left in reasonable order by other users before locking up.

3.17 Safety Representatives and Safety Committees

- 3.17.1 A Health and Safety Committee as part of The Governing Body will be set up within the school for staff to raise concerns, suggestions for improvements etc.
- 3.17.2 The committee will meet once a term but health and safety issues can be raised at any time with the Head or a health and safety representative. Health and safety matters are also dealt with in staff meetings and training days.
- 3.17.3 An employee appointed as a safety representative by his/her association or trade union is required to inform the Executive Headteacher. He/she will be offered facilities in accordance with the Authority's Code of Practice.

3.18 Visitors and Contractors

- 3.18.1 **All visitors and contractors** should report on arrival on site to the school office reception.
- 3.18.2 Visitors will be invited to sign the visitor's book and will be informed of this request by the secretary.
- 3.18.3 An employee seeing an unidentified person should report the matter to the school office.
- 3.18.4 Responsibility for liaison with contractors is with the Site Supervisors or School Office and

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follows:

- Building Cleaning.
- Building Maintenance and Improvements.
- Grounds Maintenance.
- Catering.

3.19 Catering

3.19.1 The School Meals Catering Company (Taylor Shaw) is responsible for registering the food premises with the Environmental Health Officers.

3.19.2 The School Meals Catering Company is also responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards.

Guidance - LMS Handbook Section M4, Catering Health and Safety Policy Booklet.

3.20 Display Screen Equipment

3.20.1 The following employees are classified as users of display screen equipment and an assessment will be made by a competent (i.e. trained) assessor of their workstations. They will be entitled to a regular eye test.

Executive Headteacher
Head of School
Deputy Headteacher
Assistant Headteacher's
Director of Teaching School
The ICT Leader
The ICT Technician
The Library Assistant
School Office Staff

3.20.2 A risk assessment will be carried out and renewed every two years.

3.21 Noise

3.26.1 **An employee** concerned about the noise levels at work should report the matter to the Executive Headteacher who will arrange for remedial action or for an assessment to be made by the **Health and Safety Officer**.

3.22 Smoking

3.22.1 The Governing Body has prohibited smoking in the School and also within the school grounds when children are present.

There are no exceptions to this.

3.23 Administration of Medicines

3.23.1 The Welfare Assistant, in consultation with the Executive Executive Headteacher, is responsible for deciding whether to agree to requests for the administration of medicines to pupils.

3.23.2 Records of requests for the administration of medicines to pupils which the School has agreed to meet are kept in the Welfare room.

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3.23.3 The administration of medicines record book is kept in the Welfare Room.

2.23.4 All medicines will be stored securely.

3.24 Vehicles

3.24.1 School owned, hired or leased minibuses or coaches are only to be used for approved journeys.

3.24.2 Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the School Office Manager (prior to the first use of any vehicle). He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

3.25 Bullying/Harassment

3.25.1 The School's policy on behaviour (including bullying) is kept in the staffroom and the school website.

3.25.2 Records of bullying incidents and action taken are kept by the SLT.

3.26 Insurance

3.26.1 In addition to the insurances arranged by the County Council for all LEA maintained Schools, the Governing Body has decided to arrange the following additional cover.

All Insurance from Brent Council.

3.27 Audit, Review, Performance Measurement and Action Plan

3.27.1 The Governing Body is responsible for carrying out:

(i) an annual review of the Statement and its implementation in the School;

(ii) a performance measurement exercise and;

(iii) including action for improvements in the appropriate development plan.

Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept by the Executive Headteacher and reported to the Governing Body.

3.27.2 **The Health and Safety Officer** is responsible for external audit of the management of health and safety in the School.

4.0 Review

4.1 Amended Policy date: November 2017

4.2 Review date: November 2018