



**Eastburn**  
Junior and Infant School

# **Health & Safety Policy**

**October 2018**

Eastburn Junior and Infant School fully recognises its responsibilities for child protection and safeguarding. We recognise that all adults working with, or on behalf of children have a responsibility to protect them. Our school procedures for safeguarding children are in line with the Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings (February 2005).

**Policy Statement**

(Although Bradford Council’s Health and Safety Policy (which can be found on the Councils website [www.bradford.gov.uk/hands/](http://www.bradford.gov.uk/hands/)) is the over-arching document, this policy applies specifically to our school.)

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Governors and Headteacher discharge their duties under the Health and Safety at Work etc. Act 1974.

The Management Team of the School and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school.
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

Signed.....

Signed.....

Headteacher

Chair of Governors

Dated.....

## Roles and Responsibilities

It should be emphasised that individual responsibility cannot fall on individual members of the Governing Body, nor the Headteacher, or individual employees.

The **Governing Body** has ultimate control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Headteacher** is responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school.
- Report to Governors on key health and safety issues.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Ensure that all staff co-operate with the policy.
- Devise and implement safety procedures.
- Ensure that risk assessments are reviewed on an annual basis.
- Ensure relevant staff have access to appropriate training.
- Meet with the School Business Manager and Site Manager every month to ensure any building/grounds issues are dealt with in a timely manner (1<sup>st</sup> Month Checks).
- Carry out a health and safety induction with all new staff.

The **School Business Manager** will support the Headteacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually in conjunction with the Site Manager
- Deal with any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Site Manager** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Carry out weekly and monthly monitoring checks for Legionella and update the log
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects
- Ensure risk assessments are accurate, suitable and reviewed annually in conjunction with the School Business Manager
- Take the lead on providing updates to staff on Health and Safety matters in conjunction with the School Business Manager, in the form of newsletters, emails, or meetings.

**All School Staff** will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff and record on Every, the schools health and safety monitoring system.
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures on discipline, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

**The Kitchen Manager** will:

- Follow all Health and Safety requirements of Education Catering Services.
- Familiarise herself with the School's Health and Safety Policy and what it means for their work activities.
- Ensure that all kitchen staff are instructed and informed to work in accordance with this document

- Must inform the Headteacher, School Business Manager or Site Manager of any potential hazards or defects.
- They should be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.

The **Occupational Safety Team (Bradford Council)** Will:

- provide advice and guidance to help schools fulfil their health and safety responsibilities
- answer queries from staff on health and safety issues
- visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- collect information on accidents and incidents to report to HSE where necessary
- advise on and facilitate (when possible) staff safety training
- draft and/or advise on policies, procedures and guidance for health and safety
- interpret and advise on new legislation impacting on the working environment
- attend meetings to advise on occupational safety issues

## Arrangements

### Accidents and Incident Reporting

- The accident reporting procedure and all the associated paperwork can be found on the Council's website: [www.bradford.gov.uk/hands/](http://www.bradford.gov.uk/hands/)

### Administration of Medicines

- Medication is only administered to pupils when the parental consent form has been completed
- The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a cupboard in the staff room
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

### Asbestos

- All staff have been made aware of the location of any asbestos in school
- All contractors must sign to say they have seen the register before starting work on site

### Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum

- The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforced
- Facilities Management (FM) are to provide school their own COSHH documentation, for their employees to use

### **Display Screen Equipment**

- For members of staff with 'desk based jobs' the Council's procedure for carrying out workstation self assessments on an annual basis will be followed
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current Council guidance on their use

### **Educational Visits**

- All off site trips will be subject to risk assessment and the advice of the Council's Educational Visits Adviser will be closely followed

### **Electrical Testing**

- All items of portable electrical equipment in school are inspected and checked annually

### **Employee Health and Wellbeing**

- Fusion HR Employee Wellbeing Service support the school and staff and are referred as outlined in the School's Sickness Absence Policy

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

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by the Site Manager or in his absence the School Business Manager
- Evacuation times and any issues which arise are reported to the Governors
- Fire extinguishers are checked annually by Bradford Council
- A separate fire safety policy and risk assessment has been produced

### **First Aid Provision**

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

## **Food Technology (Primary)**

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

## **Legionella**

- **AquaTrust** provides advice and has assisted with the preparation of the school's Legionella risk assessments and also sample water as per the risk assessment

## **Manual Handling**

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

## **Playground Equipment**

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

## **Playground Supervision**

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

## **Pregnant Members of Staff**

- Bradford Council's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

## **Risk Assessment**

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds
- They are all available on the school central server for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed when a change arises, (except risk assessments for school trips which should be reviewed each time the trip takes place)

## Slips Trips and Falls on the Level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

## Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the Headteacher is informed immediately and this information contributes to any decision to close the school

## Stress at Work

- Individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.
- As part of our wellbeing service, staff who are insured on the schools staff absence policy can access free confidential advice. A leaflet containing full details is displayed in the staff room, or can be obtained in confidence from the School Business Manager.

## Supervision of Pupils

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

## Training

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

## Lone Working

- All staff which work alone are required to read the Lone Working Policy and support Risk Assessment.

## Working at Height

- A working at heights risk assessment has been completed for the school
- Appropriate record keeping and safe systems of work are kept in the Risk Assessment file.
- Site staff who under take working at heights have been on a half day training course.

- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.
  - Wear flat shoes whilst putting up displays
  - Not climb on furniture to put up displays, unless it is safe to do so.