

Anderton Park Primary School

HEALTH AND SAFETY POLICY



2017-2018

Review November 2018

The governance and material control schools exercise over their building, equipment and staff, continues to increase. Along with this increasing autonomy is a greater delegated responsibility for safety onto the shoulders of the Governing Body and in turn delegated down through to the Headteacher and other school staff. In the case where Birmingham City Council is the employer, guidance and standards for safety are either provided through official circulars, safety manual or direction from Birmingham City Council Education Safety Advisors.

This General Statement expresses the current relationship between the parties concerned.

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1. STATEMENT OF GENERAL POLICY

The Governing Body of Anderton Park Primary School recognises that the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere, is primarily the duty of Birmingham City Council (BCC).

We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the Schools Governing Body. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

- 1.1** On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:
- a. All persons employed at Anderton Park Primary School whilst they are at work;
 - b. Persons other than Anderton Park Primary School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Anderton Park Primary School whilst they are at work.
- 1.2** To effectively achieve this, Anderton Park Primary School will provide, so far as is reasonably practicable:
- a) Safe premises, plant and systems of work;
 - b) Safe methods of using, handling, storing and transporting of articles and substances;
 - c) Information, instruction, training and supervision;
 - d) A safe working environment;
 - e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.
- 1.3** The Governing Body for Anderton Park Primary School will follow best practice policies, guidance and advice provided by Education Safety Services under a Service Level Agreement (SLA). The Governing Body for Anderton Park Primary School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.
- 1.4** While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.
- 1.5** It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety
- All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

Signed Chair of Governors (on behalf of G.B) Date

2. ORGANISATION AND RESPONSIBILITIES

Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

2.1 The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a Safety Improvement Group. The role of the Group will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2.2 Members of the Group shall include the following:

Nick Weaver	Governor Representative
Angela Jefferies	Business Manager
Clive Phillips	Premises Manager
Sarah Hewitt-Clarkson	Teaching Representative
Derek Hunt	Non Teacher Representative

If staff change throughout the year the post will remain the same, but the above may change.

Anderton Park Primary School has a strong ethos about empowering its pupils including an opportunity to make a contribution for a safer school. The School Council therefore is actively consulted and is able to make representation to the Safety Improvement Group.

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually by their respective bodies as appropriate and confirmed by a full governing body at its AGM. The Group will meet at least each term and more often at the request of one Group member, the Head Teacher or the Governing body.

2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Anderton Park Primary School Health and Safety Management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.4 Head Teacher

The Governors charge Sarah Hewitt-Clarkson (Headteacher) with the day-to-day responsibility of managing and enforcing Anderton Park Primary School Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Co-ordinator

Clive Phillips is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. As Safety Co-ordinator his role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. He will also be responsible for convening meetings of the Safety Improvement Group, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. He will endeavour to keep up-to-date with safety regulations and through the Safety Improvement Group initiate steps that ensure arrangements for health and safety at Anderton Park Primary School conform to both current regulations and best-known practice.

2.6 Phase/SEN Leaders (Leaders)

The nature of the schools activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated Zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Coordinator. Leaders will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes

of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.7 Classroom Teachers/Office Manager

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager or a member of the Safety Improvement Group. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their charge will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their designated SMT member/Head Teacher. Classroom Teachers/Office Manager will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.8 Premises Manager and Building Services Manager

(Clive Phillips & Derek Hunt)

The Premises Manager (Clive Phillips) has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The BSM is also responsible for the supervision of cleaning staff, materials and any equipment they use. He will be responsible for undertaking/assisting in the risk assessment process in matters relating his work and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the BSM will identify quickly areas that threaten the safety of him/herself, pupils or other members of staff.

The BSM will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher/Line Manager. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Co-ordinator. The BSM will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.9 All Other Staff

A vital role and responsibility for implementing Anderton Park Primary School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the schools managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager.

3. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Anderton Park Primary School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required under a Service Level Agreement (SLA) advice and support can be sought from Education Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety policy and/or Education Safety Services Safety web site for guidance on specific safety topics.

The arrangements for managing health and safety within Anderton Park Primary School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Education Safety Services Policies for Safety

Useful information, guidance and policies can be viewed on the Schools internal network for staff. Additional information may be found the Schools HR Sap System. Rob Whiskens is the schools designated Safety Advisor who can be contacted directly for support and advice on 07500 125378, or call Safety Services on 675 0364, or email schoolsafety@birmingham.gov.uk

3.2 Staff Induction (from May 2016)

All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are assigned a mentor who guides them through the induction process. A record of the induction process will be kept (see Appendix SI). Safety policies are available on our school website (<http://www.andertonparkschool.org/key-policies-forms>).

3.3 Fire Safety

The Premises Manager will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in the site office.

3.4 Safeguarding

Sue Hunt is Pastoral Manager and safeguarding lead. She manages all aspects of safeguarding and Child Protection, undertaking annual audits. Findings will be recorded and progressed onto action plan of remedial measures Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Head Teacher or DLP.

3.5 Supporting Pupils at School with Medical Needs

The Governing Body will ensure that a policy is drafted that complies fully with the Statutory Guidance that is required to be implemented from September 2014. This policy will incorporate arrangements requiring that steps are taken to identify any consequential health & safety risk to staff or pupils in the support provided for pupils with medical needs. Where necessary, in consultation with relevant staff a specific risk assessment will be undertaken that will also identify relevant staff training needs. SIG to discuss this topic and amend it as necessary with our School Nurse.

3.6 Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

3.7 Dynamic Risk Assessment Team (from September 2016)

This concept is for named staff that have been trained and can demonstrate a clear understanding of applying the risk assessment process prior to the commencement of hazardous work task; such as working at height. The school will create a Dynamic Risk Assessment Team (DRAT) who will be fully trained and will act as a 'permit to proceed' with hazardous tasks. See section 3.9 below where this may apply.

The DRAT will support and advise staff on all risk assessment processes.

3.8 Premises Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff teams sweeping a designated area within the school and monitored.

Any issues raised will be collated into a 'job list' and distributed to those people who are required to action them.

These arrangements will be closely monitored by the Safety Improvement Group.

3.9 Play Area and Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the DRAT and Lunch Time Supervisors sweeping designated safety zones within the playground or grounds. Staff are reminded to report any issues immediately to the Safety Improvement Group.

Working at Height

Headteacher/Leaders/Managers and Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are advised not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such as work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings

- Maintenance tasks

The DRAT will support all risk assessments. Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment will be fully inspected every 6 months by the DRAT and a record of this retained. Staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by the Safety Improvement Group every 12 months.

3.10 External Educational Visits

Claire Evans has been appointed and trained as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures.

3.11 Stress/Well-being

The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times**. Anderton Park buys into Staff Care, an excellent counselling service available to all staff. We have a Well Being day each year and have trained staff in mindfulness. We also subscribe to the occupational health service which we use regularly.

3.12 First Aid

Kathy Mayne has been appointed and trained as first-aider. She is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The school reinforces the 1st Aid plan by providing periodic awareness training for all staff. Refer SSR for further details by the DRAT.

3.13 Accident Reporting and Investigation

Accidents involving pupils will be recorded and copies kept in nursery room and foundation stage and will include an entry into a 1st Aid treatment book. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to Education Safety Services.

All accidents involving staff must be reported and recorded on the Accident A1 form and sent to Education Safety Services.

All A1 accidents will be investigated by a member of the Safety Improvement Group in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

3.14 Key Building Duty Holders

The main building duty holder for Anderton Park Primary School is the Head Teacher and the following staff are appointed as Support Duty holders:

Fire	Clive Phillips, Premises Manager
Asbestos	Clive Phillips, Premises Manager
Legionella	Clive Phillips, Premises Manager
Statutory Testing	Clive Phillips, Premises Manager

3.15 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies.

This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.

Further information on statutory testing can be obtained from Infrastructure and Development, Asset Management, Education & Skills Infrastructure Tel: 0121 303 3767

This arrangement will be closely monitored by Clive Phillips, Premises Manager to ensure tests results are entered into the Property Log Book. A matrix will also be displayed in Premises Manager's office showing the ongoing status of test compliance.

3.16 Asbestos Management

Recognising the absolute duty to **manage** asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Education Safety Services Health & Safety:

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed.

The asbestos management arrangement will be reviewed annually by the SIG.

The Duty Holder responsible for strict enforcement of this arrangement is the Headteacher and in her absence the Deputy Headteacher.

3.17 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

Contractors will ensure/All cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2000 (COSHH 2000).

3.18 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.16 above), staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of a member of the Safety Improvement Group.

3.19 Tools and equipment (from September 2016)

As part of the planning process for curriculum activities that involve tools and equipment, Teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

3.20 Visitors and Contractors

All visitors to the school must sign in and be supervised by a member of the school staff as appropriate. Contractors must report to the school office who will contact either the Premises Manager or Building Services Manager who will ensure appropriate Contractor School Rules and/or for the Contractor RA to be completed for larger jobs (see Appendices CSR or CRA).

3.21 Vehicle/Pedestrian Traffic

A risk assessment must have been completed for critical times of the day.

3.22 Holiday Shut Down

On occasions deep cleans and refurbishment work undertaken during holidays. This can often involve contractors or other staff undertaking tasks that could be hazardous and jobs that would fall outside the normal routines such as moving heavy furniture about.

3.23 Safety Audit Arrangements

The Safety Improvement Group to oversee Safety Audits. Asset Management are regularly involved in this process.

3.24 Policy Review Date

Will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

Next review date will be: November 2018

See matrix below

Matrix of delegated H&S responsibilities

Area of responsibility	Line Manager/s responsible to ensure compliance.	Staff responsible for implementing arrangement/task.
3.1 Safety Guidance	Premises Manager	All staff
3.2 Staff Safety Induction	Premises Manager	Premises Manager
3.3 Fire Safety	Premises Manager	All staff
3.4 Security Assessment	Premises Manager	All staff
3.5 Supporting Pupils at School with Medical Needs	Inclusion Lead	All staff
3.6 Safety Training	Premises Manager	All staff
3.7 Dynamic Risk Assessment Team	Premises Manager	DRAT
3.8 Good House Keeping Safety Sweeps	Premises Manager & Building Services Manager	All staff
3.9 Grounds Safety Sweeps	Premises Manager & Building Services Manager	All staff
3.10 Working at Height	Premises Manager & Building Services Manager	All staff
3.11 External Education Visits (EVC)	Deputy Headteacher	All staff
3.12 Stress/wellbeing	Safety Improvement Group (SIG)	Senior Leaders
3.13 First Aid	Premises Manager & School Nurse	All staff
3.14 Accident Reporting	Premises Manager	All staff
3.15 Accident Investigation	Premises Manager	All staff
3.16 Key Building Duty Holders	Headteacher, Premises Manager	-
3.15 Statutory Testing	Premises Manager & Building Services Manager	All staff
3.17 Asbestos Management	Premises Manager	-
3.18 Substances Hazardous to Health	Premises Manager	-
3.19 Electrical Equipment	Premises Manager & Building Services Manager	
3.20 Tools & Equipment	Premises Manager & Building Services Manager	
3.21 Visitors & Contractors	Premises Manager & Building Services Manager	Office staff & Senior Leaders
3.22 Liaison with Other Site Users	Premises Manager & Building Services Manager	All staff
3.23 Vehicle Pedestrian Traffic	Premises Manager & Building Services Manager	
3.24 Holiday Shut Down Arrangements	Premises Manager & Building Services Manager	
3.25 Safety Auditing	Governing Body	Safety Improvement Group
3.26 Safety Policy Review	Governing Body	Safety Improvement Group

