

# **Federation of Eileen Wade and Milton Ernest C of E Primary Schools**

## **Health and Safety Policy**

*Working Together, Aiming High, Shining Brightly*

### **Health and Safety Policy Statement**

The Governors and Headteacher are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils, parents and visitors involved in school activities. They recognise also their responsibility to consider the health and safety of contractors and any other person whose health and safety may be affected by school activities.

The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with their employer by following established procedures and bringing to the attention of school managements any health and safety problems of which they become aware.

### **Organisation and Responsibilities**

Overall responsibility for health and safety rests with the School Governors. Day to day executive responsibility rests with the Headteacher or, in their absence, a nominated member of staff.

### **Headteacher**

The Headteacher will:

1. Ensure that this policy and the Bedford Borough Council's health and safety policy are complied with at all times.
2. Ensure that procedures are followed in the case of all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that their cause is investigated and that all reasonably practicable steps have been taken to prevent its re-occurrence.
3. Follow the Government guidance when putting together a risk assessment to prevent the spread of the Covid-19 and ensure staff and pupils adhere to practices and procedures put in place. The headteacher will also review the risk assessment regularly with SLT, staff and Governors.
4. Ensure that the maintenance and repair of machinery, plant and equipment is carried out as appropriate, by a competent person, in accordance with Bedford Borough Council procedures.
5. Ensure that adequate first aid provisions are made in accordance with the first aid arrangements management guidelines.
6. Ensure that staff have access to Health and Safety information, instruction and training to enable them to work without undue risk.

7. Be available to any member of staff to discuss and attempt to resolve health and safety issues.
8. Ensure that staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed and replaced when required.
9. Formulate effective procedures for use in case of fire and for evacuating the school premises; ensure that firefighting equipment is readily available and properly maintained.
10. Liaise and consult when necessary with local trade unions on health and safety procedures and ensure their effective implementation.
11. Ensure that regular safety inspections are undertaken. (A Health & Safety inspection of all school premises and property must take place once a term.)

### **Governing Board**

The Governing board will be responsible for monitoring the school's arrangements for health and safety management. This will be achieved by ensuring that:

1. Accident statistics will be reviewed annually
2. Health and Safety is a regular item of the Resources Committee agenda.
3. This safety policy is monitored and revisions made as necessary.
4. Adequate resources are available for compliance with Health and Safety legislation and to exceed the standards set by Bedford Borough Council.
5. Any defect in the state of repair of the buildings or their surroundings, which is identified as being unsafe is reported to Bedford Borough Council Property Department, and any such interim arrangements as are reasonable are taken to limit the risk entailed.
6. The Governing Board will deal with all aspects of maintenance, which are under their control. Report to the Chair of Governors any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.
7. There is monitoring, within the limits of their expertise of the activities of contractors (in liaison with the staff of the Bedford Borough Council Property Department), hirers and other organisations present on site, as far as is reasonably practicable.
8. A regular buildings and site inspection of the school and scrutiny of the H&S File will be undertaken by a member of the Resources Committee

### **Please note the following:**

- The PE co-ordinator shall ensure compliance with British Association of Advisers and Lecturers in Physical Education (BAALPE), Safe Practice in Physical Education.
- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention as soon as practically possible.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

### **Specific Responsibilities**

The following members of staff have been nominated to be responsible for the following areas of Health and Safety:

Fire Safety	Mrs L Virnuls
First Aid	Mrs Cathy Auld Mrs Julie Hurling Mrs Paula Hall Miss Vicky Sykes Mrs Michelle Hayers Mrs Lisa Smith Miss Vicky Harrison Mrs Mary Bass Mr Harley Dowe Mrs Jas Dhesi Ms Rachel Lucas Mrs Hayers Ms Erlisa Vata Miss Vicky Sykes Miss Larissa Whitmore Miss Vicky Harrison
Electrical Safety	Mrs L Virnuls
Asbestos	Mrs L Virnuls
Display Screen Equipment	Mrs L Virnuls

The above named people shall ensure that the Borough Council Management Guidance contained within the Health and Safety Manual, and the requirements outlined in the policy, are complied with at all times.

The Cleaning company (Hygiacura FM Ltd) will ensure that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 1999.

### **Responsibilities of Staff Towards Pupils and Others in their Care**

There is a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with the employer by following the established procedures and bringing them to the attention of the Governors or Headteacher any health and safety problems of which they are aware.

In particular, they will monitor their own work activities and take the following steps:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. Not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
4. Ensure that offices, general accommodation, grounds and are kept tidy;
5. Exercise effective supervision over all those for whom they are responsible, including pupils.
6. Each teacher with a designated classroom is responsible for ensuring that it is kept free from health and safety hazards and for notifying the Headteacher of any problems so that remedial action can be taken.
7. Be aware of and implement safe working practices and to set a good example personally.
8. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
9. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
10. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
11. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
12. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
13. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
14. Ensure that appropriate information is passed to volunteer helpers.
15. Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.
16. Private car insurance to be checked to ensure correct level of cover is in place, on each occasion a vehicle is used to transport children.
17. To ensure fire exits are kept clear at all times.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS THEY MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER**

## **Responsibilities of Pupils**

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Governors and Headteacher will make pupils aware of these responsibilities through direct instruction, notices and the school handbook.

## **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to sign in/ out and observe the safety rules of the school.

## **Lettings**

The Governors and Headteacher must ensure that:

1. The means of access are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, they should take action to make hirers aware of it.
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
3. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently displayed.
4. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff

## **Procedures**

### **Fire and Emergency Evacuation Procedures**

1. The school has a Fire Risk Assessment in accordance with current regulations.
2. The Headteacher is responsible for ensuring that Fire Drills are carried out termly.

3. The Headteacher is responsible for ensuring weekly testing of fire alarms and smoke alarms and keeping a record of tests at Milton Ernest. The office administrator at EW is responsible for testing the smoke alarms and keeping a record of tests.
4. The log book for the recording and evaluation of practice and evacuation drills is available in the School Office

### **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes an annual inspection by an appropriately certificated contractor and regular visual inspection of fire extinguishers and the fire alarm system.

### **First Aid and Accident Reporting Procedures**

1. All members of staff shall be responsible for notifying the Head teacher of any accidents and dangerous occurrences and for entering details in the School Accident Book
2. First aid is available in the Maples classroom (ME) and a first aid box is on the wall in the staff toilet at EW. Additional first aid boxes are stored with inhalers in the staff room (EW and ME).
3. The Headteacher is responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury, dangerous occurrences reportable under RIDDOR. The accident book and accident report forms are stored in the office.
4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

**All members of staff are required to ensure that all accidents are recorded in the School Accident Book. Serious accidents, incidents and near misses should be reported to the Headteacher. Parents should be notified verbally and in writing of any accident where First aid has been accessed for their child.**

### **Administration of Medicine**

The schools have a policy for the administration of medicine. The Governing Body has agreed that medicines may be administered to children, at the specific request of the parent or guardian after completion of an indemnity form, and in accordance with the procedures laid down in the Guidance. Medicines will be administered by a competent adult. Medicines will be stored in such a place that is not accessible to children and in accordance with the guidance.

### **Equipment and Electrical Testing**

The Headteacher will ensure that testing, inspection and maintenance of equipment as outlined in the property log book and the management guidelines within the Health and Safety Manual are undertaken as required.

Day to day visual inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rest with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable should be taken out of service, labelled, locked away and reported to the Headteacher who will arrange for repair or replacement.

The Head teacher will ensure that electrical equipment brought into school undergoes the appropriate safety testing. Staff shall not use electrical equipment that has not been tested.

### **Hazardous Substances**

Specific guidance from the LA on the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations in curriculum areas shall be adhered to. In addition, guidelines regarding substances used in cleaning and maintenance of premises shall be observed.

### **School Visits**

The Governing Board and Head teacher shall ensure the LA procedure guidelines are adhered to, a copy of which is kept in the school office. All visits shall be conducted with a proper regard for safety.

All accompanying parents and adults shall be properly instructed and briefed about safety and control procedures and all children shall be briefed and instructed on safety procedure, in particular the need to stay close to an adult at all times.

For all visits, the appropriate ratio of adults to children shall be calculated and the necessary staff and adult helpers are provided. A teacher will always be in charge of visits.

### **Asbestos**

A copy of the Asbestos Log Book is kept in the school office.

The Headteacher and Site agent shall ensure that all members of staff are aware of the dangers of asbestos and that they are familiar with the procedures in the log book.

All contractors shall be referred to the Asbestos Log Book before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log book before commencing work

This policy should be read in conjunction with policies relating to Safeguarding Children, Fire Safety, Medicine Administration