

Health, Safety and Wellbeing Policy

Bhylls Acre Primary

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the school.

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements (and should be read in conjunction with) the SCC Health and Safety Policy. It records the local organisation and arrangements for implementing the SCC policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Bhylls Acre Primary School Governing Body of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

Mr Patrick Flynn Chair of Governors	Mrs Jane Woodall Headteacher
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C. Management Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

The school obtains competent health and safety advice from	SCC Health & Safety Team Advisers
The contact details are	01785 355777
In an emergency we contact	John Burdett - 07773 791520

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school	HT Bursar
Our arrangements for the monitoring of health and safety are (daily, weekly and monthly checks – these are recorded and checked by bursar and HT. H & S reported to governors every term as part of HT report to governors.	
The school carries out formal evaluations and audits on the management of health and safety every	
The last audit took place	Date: HT AND BURSAR By: January 2022
Name of person responsible for monitoring the implementation of health and safety policies	HT
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - IT	E-SERVICES TECHNICIAN

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
pupil accidents: All first aiders and monitored by KG – records in medical room and on file (FA drive)
staff accidents: KG – records in medical room and on file (FA drive)
visitor accidents: KG – records in medical room and on file (FA drive)
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: HT KG
Our arrangements for reporting to the Governing Body are: reports in the HT

Report to Governors (every term) and as an agenda item in Finance and Premises meetings (every term).
Our arrangements for reviewing accidents and identifying trends are: staff meetings and daily observations

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Keith Blain
Location of the Asbestos Management Log or Record System.	Joy Edward's office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: via Entrust	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: updated Entrust folder in the Bursars office. Information shared with staff during Induction	
Staff must report damage to asbestos materials to:	Keith Blain
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	HT
Our arrangements for communicating about health and safety matters with all staff are: weekly agenda items in staff meetings and updates during termly INSET days.	
Staff can make suggestions for health and safety improvements by: speaking to the H&S leader/suggestions in staff meetings.	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Entrust property Unit and the HT and Bursar
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Entrust Property Services Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Entrust Property	
Our arrangements for the induction of contractors are: Entrust Property	

Staff should report concerns about contractors to: HT and Bursar
We will review any construction activities on the site by: Property Team and Bursar

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	HT
The name of the Trade Union Health and Safety Representative is:	Karen Giles
Our arrangements for consulting with staff on health and safety matters are: Annual INSET day training, weekly agenda item at staff meetings	
Staff can raise issues of concern by: to K Giles and or the site manager, Keith Blain	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	JE Bursar and KB
Our arrangements for selecting competent contractors are: Entrust Property	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Entrust	
Our arrangements for the induction of contractors are: Via Entrust	
Staff should report concerns about contractors to: Bursar and HT	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: Science D&T PE	Curriculum Lead: Lorraine Edwards Kiera Cox Emma Hickens
Risk assessments for these curriculum areas are the responsibility of:	Curriculum leaders

8. Display Screen Equipment use (including PC's, laptops and tablets)

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.
Our arrangements for carrying out DSE assessments are: Bi-annual assessments (autumn term)

Name of person who has responsibility for carrying out Display Screen Equipment Assessments	All staff to the HT and Entrust Tec.
DSE assessments are recorded and any control measures required to reduce risk are managed by	Stacey Quinn and the HT /KB

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Laura Fleming
Our arrangements for the safe management of EYFS are: whole school policy & EYFS risk assessments	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	HT
The Educational Visits Coordinator is	Emma Hickens
Our arrangements for the safe management of educational visits: Evolve	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Entrust portal
Fixed electrical wiring test records are located:	School on line portal and office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: only if allowed by the HT	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Bursar and SC KB
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	LEA
Portable electrical equipment (PAT) testing records are located:	School office and on line portal
Staff must take defective electrical equipment out of use and report to:	KB
The portable electrical equipment on the school/academy site owned and used	

by contractors is the responsibility of the contractor, who must provide records of this if requested: N/A

12. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	HT and Bursar
The Fire Risk Assessment is located	School office
When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)	HT KB Trinity Fire
Name of person responsible for arranging and recording of fire drills	HT KB Bursar
Name of person responsible for creating and reviewing Fire Evacuation arrangements	HT
Our Fire Evacuation Arrangements are published ...	Location A4 posters in school and on all fire drills
Our Fire Marshals are listed	HT KG SC KB JE ZC
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	School office
Name of person responsible for training staff in fire procedures	HT Bursar
All staff must be aware of the Fire Procedures in school	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Karen Giles
The First Aid Assessment is located	Medical Room
First Aiders are listed	Medical room, offices and staff room
Name of person responsible for arranging and monitoring First Aid Training	Bursar
Location of First Aid Box	Medical room and staff room
Name of person responsible for checking	Karen Giles

& restocking first aid boxes	
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
Pupils KG ZC	
Staff KG ZC	
Visitors KG ZC JE	
Our arrangements for recording the use of First Aid are recorded in First Aid file by KG and checked by Bursar and HT	

14. Forest School

Name of person in school who leads on Forest School activity	Outside provision
Please see separate Forest School risk assessment and procedures.	

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in (year) and the record can be found ...	Bursar's office April 2021

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	KB
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.	

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staff room
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18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards
Our waste management arrangements are Veolia

Our site housekeeping arrangements are:	
Site cleaning is provided by: External cleaning company	Jodie Cox Group Manager Chartwells T. 07855118773 E. Jodie.cox@compass-group.co.uk
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
work equipment	
hazardous substances	
Waste skips and bins are located away from the school/academy building.	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Staff in all Depts. who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.	

19. Infection Control

Name of person responsible for managing infection control:	HT Bursar KG
Our infection control arrangements (including communicable diseases/hand hygiene standards) are as per The LEA portal	

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	HT
Our arrangements for managing Lettings of the school /rooms or external premises are detailed in our Lettings Policy	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.	
Hirers must provide a register of those present during a letting upon request.	

21. Lone Working

Our arrangements for managing lone working are: if lone working they must inform the HT and KB and lock themselves in where possible

22. Maintenance / Inspection of Equipment (including selection of equipment)

NOTE Types of equipment to consider in this section:

Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.

This section **must include** the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms

Name of person responsible for the selection, maintenance / inspection and testing of equipment	KB Bursar
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Records of maintenance and inspection of equipment are retained and are located:	School Office H&S folder
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Staff report any broken or defective equipment to:	KB
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The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested:

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	KB Bursar
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Our arrangements for managing manual handling activities are: Staff are aware not to lift anything deemed too heavy for them. Site supervisor will use the shopping trolley to move anything heavy.

Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.

Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.

Staff are trained appropriately to carry out manual handling activities.

Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).

24. Medication

Name of person responsible for the management of and administration of medication to pupils in school	KG
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Our arrangements for the administration of medicines to pupils are: parents must sign a record sheet to allow first aid staff to administer medicines.

The names members of staff who are authorised to give / support pupils with medication are:	ZC KG
Medication is stored:	Medical room or office fridge
A record of the administration of medication is located:	Location medical room
Pupils who administer and/or manage their own medication in school are authorised to do so by a (name) and provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: LEA guidelines and ongoing training for our First aider KG	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

25. Personal Protective Equipment (PPE) (links to Risk Assessment)

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.	Bursar HT
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	ZC KB Bursar
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	All First Aiders HT and Bursar
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	ZC and Bursar and school cleaners and KB

26. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school to KB

Our arrangements for the reporting of hazards and defects: write in caretaker's book or inform KB and/or Bursar. Bursar and KB liaise to repair reported defects.

27. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.

Risk assessments are in place for the following areas:

Premises and grounds

Curriculum / classrooms

Hazardous activities or events

Lettings or contract work which may affect staff or pupils in the school/academy

Fire Risk Assessment

Hazardous Substances

Work Equipment

Manual handling activities

Risks related to individuals e.g. health issues

Name of person who has overall responsibility for the school risk assessment process and any associated action planning	HT
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Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: HT and Evolve

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.

Risk assessments are created or reviewed when something new is introduced or a change has occurred.

28. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school.

29. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school	HT
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All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.
Individual stress risk assessments take place when a member of staff requires additional individual support.
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Completed: July 2021

30. Training and Development

Name of person who has overall responsibility for the training and development of staff.	HT
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Induction Pack and meeting with HT	
The school has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located in HT office	
Training and competency as a result of training is monitored and measured by:	HT John Burdett

31. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	KB
Our arrangements for the safe access and movement of vehicles on site are restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc.	

32. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.
A risk assessment is carried out where staff are at increased risk of injury due to their work.
Training, information and instruction is available to staff to help them manage

the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	HT
Incidents of verbal & physical violence are investigated by:	HT
Name of person who has responsibility for site security:	KB
Our arrangements for site security are: use of CCTV; ensuring anyone who is lone working has reported this; ensuring all windows/doors are locked – fire doors remain shut	

33. Water System Safety

Name of Premises Manager responsible for managing water system safety.	KB
Name of contractors who have undertaken a risk assessment of the water system	HSL Compliance
Name of contractors who carry out regular testing of the water system:	HSL
Location of the water system safety manual/testing log	Office
Our arrangements to ensure contractors have information about water systems are: shared with contractors when on site as part of hazard exchange	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: through H & S induction	

34. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	KB
Work at height is avoided where possible.	
Our arrangements for managing work at height are: staff must use steps when working on displays and when children are not in school. Steps must be stored securely and safely.	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept in office	

35. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	HT
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: risk assessments completed by office and teaching staff, checked by HT	
The name of the person responsible for the health and safety of people on work experience in the school premises:	HT
Our arrangements for managing the health and safety of work experience students in the school/academy are: discussions with staff and HT	

36. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	HT
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

E. Health and Safety Key Performance Indicators (KPI's)

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required.