



## Health and Safety Statement and Policy

Approved by Governors

Date: 15<sup>th</sup> July 2021

Signed:  Chair of Governors



## 1. STATEMENT OF INTENT

- The Governing Board of Barleyhurst Park Primary School will take all steps within its power to meet its responsibilities under the Health and Safety at Work Act and other Health and Safety Legislation relating to its activities. It will endeavour to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors.
- The Governing Board will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.
- Where necessary, the Governing Board will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.
- The Governing Board will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.
- All employees must follow instructions to ensure the maintenance of high standards of health and safety in all school 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 Local Authority's (LA) Health and Safety Policy Statement and organisation and arrangements including the approved scheme for the Local Management of Schools.

## 2. ORGANISATION

### 2.1 Responsibilities of Governing Board

**The Governing Board will ensure that:**

- There is 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 LA's Health and Safety Policy Statement and all current legislation and Codes of Practice
- Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept
- Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- It receives reports from the Headteacher, or other members of staff as appropriate, on health and safety matters and report to the LA, or other external Board as appropriate, any hazards which are their responsibility, or which the Governing Board is unable to rectify from its own resources
- Regular termly safety inspections are undertaken
- Inspection reports, including those from trade union health and safety representatives, are considered and acted upon
- Health and safety is a regular item on appropriate agenda



- An annual health and safety report is published
- A positive health and safety culture is established and maintained.

## 2.2 Duties of All Employees

Most of the day-to-day responsibility for health and safety matters will be delegated to employees.

All employees shall:

- 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
- Co-operate with their employer in all matters of health and safety, so as to enable compliance with the law
- Intentionally or recklessly not interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare  
Report to the Senior Leadership Team (SLT) any serious and immediate dangers to health and safety
- Report to the SLT any shortcomings in the arrangements for health and safety
- Follow instructions when using any machinery, equipment, dangerous substance or safety device
- Only use equipment when satisfied that they are competent to use it.

**Disciplinary action may be taken against anyone disregarding safe working practices.**

## 2.3 Responsibilities of the Headteacher or other Designated Person

The Headteacher, Mrs W Smith or other properly delegated person, e.g. the Deputy Head and Early Years Manager will:

- Have overall responsibility for implementing the school's health and safety arrangements as assigned by the Governing Board (or Headteacher as appropriate)
- Be the focal point for day-to-day references on health and safety at the school and give advice or indicate sources of advice
- Report to the LA hazards which cannot be rectified immediately or from within the resources of the Governing Board
- Stop any misuse of equipment etc. (Specialist advice may be obtained from the Health and Safety Officer or relevant Advisory Service)
- 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
- Ensure that instructions from the LA on health and safety matters are reported to the Governing Board and/or implemented as appropriate
- Seek specialist advice on health and safety matters when necessary
- Ensure that details of individual responsibilities are included in job descriptions and person specifications. Advice and assistance is available from SLT and the LA.

## 3. ARRANGEMENTS

### 3.1 Fire and Other Emergencies

- Emergency procedures exist covering a range of situations (e.g. medical emergency, serious injury, severe weather, fire, severe electrical fault, bomb alert, laboratory accident) 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	On the wall in each room.
2. First Aid Procedure	In the policy file and in the medical room.
3. Business Continuity plan	In the HT's Office and in the grab bags.

- 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 Headteacher or a senior member of staff to arrange follow-up action
- Once emergency procedures have been put in hand the Headteacher or senior member of staff will report the circumstances by telephone in accordance with the Fire and Other Major Emergencies in Education Establishments document which is kept in the Health and Safety file.

**FIRST PRIORITY:** *in all hazardous situations it 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 possible.*

- The Headteacher is responsible for providing the police with emergency telephone numbers for use if an emergency occurs outside of School hours
- Fire drills are held termly and are initiated by the Headteacher
- Details of the positions of the following isolation points (water, electricity, gas) are kept in the Health and Safety File and in the Caretaker's Premise File.

### 3.2 Fire Prevention and Detection Equipment Arrangements

- The Caretaker is 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	Caretaker's Premise files in the main office
2. Emergency Lighting System	Caretaker's Premise file in the main office
3. Smoke/Heat Detection	Caretaker's Premise file in the main office

- The Caretaker is responsible for conducting a visual inspection of fire fighting equipment
- The Finance Administrator is responsible for arranging the annual test of firefighting equipment.

### 3.3 Hazard Reporting, Risk Assessment and Safety Signs

- All employees and governors should report hazards of which they become aware by means of the reporting book in the main office
- The Headteacher 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.

### 3.4 First Aid

- The following employees have been trained to First Aid at Work level  
S.Stanton
- The following teaching assistant employees have been trained for Paediatric First Aid  
C.Turner
- The following staff are Tracheostomy and Ambu bag trained  
W. Smith  
J. Way
- The following staff are Gastrostomy trained  
V. Black  
J. Way
- The following staff have been trained in Food Hygiene  
K. Wolfe  
W.Smith  
N. Butler  
C. Turner
- On expiry of certificates or when an employee who has been trained as a first aider leaves the school, the office will make arrangements for another person to be trained to replace them
- The names of current first and emergency aiders are displayed at the following points in the school
  - ✚ the medical room
  - ✚ the staff room
  - ✚ the office
- There are known First Aiders within every area of the school
- First aid boxes are kept in the medical room. There is also a medical box in the Foundation Stage classroom and in the hall
- Travelling first aid boxes are kept at the following areas in the school:
  - ✚ the medical room (x4)
  - ✚ the staffroom
  - ✚ Foundation Stage
  - ✚ Year 1/2
  - ✚ Year 3/4
  - ✚ Year 5/6
  - ✚ Nursery
  - ✚ the grab bags
- A termly check on the contents of boxes will be made by the Welfare Assistant
- Use of first aid materials and deficiencies should be reported to the Welfare Assistant



who will arrange for replacement

- First aid record books are kept in the following places in the school.
  - the medical room
  - the Foundation Stage classroom
  - the Nursery
  - the school office
- Details of contact numbers for the nearest hospital casualty department and other medical services are kept in the medical room and in the main office.

### **3.5 Accident and Dangerous or Violent Incident Reporting and Investigation**

- 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, in the accident report book which is kept in the office
- Accident reports should be drawn to the attention of, and counter-signed, by the Headteacher. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work 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 she will report the accident in accordance with the LA's procedures.

### **3.6 Entering and Leaving the Premises**

- The Caretaker, Assistant Head, Deputy Head or the Headteacher are responsible for opening and securing the building, as necessary. The procedure is set out (including disarming of intruder alarms where appropriate) in the Lone Working Policy.
- During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Caretaker and the Headteacher.

### **3.7 Maintenance of Premises and Housekeeping**

- All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The Caretaker will make a daily check. All employees are required to co-operate with decisions taken as a result of this check
- An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard, should report to the Caretaker by means of the Caretaker's book in the main office
- Defective furniture should be reported to the Caretaker
- The Finance Assistant is responsible for ordering repairs which are the school's responsibility, e.g. replacement of damaged glazing, under the delegated budget and /or LMS arrangements.
- The Headteacher is responsible for determining the programming of structural maintenance works, having taken into account the works identified in the LA's annual inspection.
- The Caretaker is responsible for making arrangements for dealing with asbestos in compliance with the LA's policy, in particular when arranging adaptations or improvements.

### **3.8 Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes**

- The Headteacher is responsible for submitting proposals to the LA for the attention of



the Education Planning Manager and for gaining the necessary approvals before work starts. This includes work financed by an external board or parents' organisation.

### 3.9 Training

- The Headteacher will draw health and safety responsibilities together with health and safety arrangements, both from the school and the LA to the attention of employees as part of their induction training
- The INSET Co-ordinator is the Headteacher, who will identify health and safety training needs in consultation with the employees concerned. (This may be for teaching staff only or for all staff. If teaching staff only, health and safety training needs of non-teaching staff will be identified by the Senior Leadership Team).
- The Head Teacher is responsible for the school's training plan. It may be included in the School's Plan.
- Where certificates of competence are required for potentially hazardous activities (eg woodworking machinery, swimming) the Headteacher with the support of the Finance Administrator is responsible for keeping records of training undertaken, the validity of certificates and for arranging refresher training when necessary.
- Employees who feel that they have need for health and safety training of any kind should notify the Headteacher in writing.
- The Headteacher is responsible for reviewing the effectiveness of health and safety training.

### 3.10 Work Equipment

#### Specific Risks

- The following equipment has 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 (eg ladders, mobile access platform)	Caretaker	Caretaker	Caretaker	Annual
2. Caretaking and Cleaning Equipment (including hand tools)	Caretaker	Caretaker	Caretaker	Annual
3. Grounds Maintenance Equipment	Urban Roots Caretaker	Urban Roots Caretaker	Urban Roots Caretaker	
4. PE and Play				



Equipment	Teacher	Teachers and pupils	Universal	Annual
5. Laboratory Apparatus	N/A			
6. Technology Equipment	Teacher.	Teachers and pupils	Deputy Head	Annual
7. Art and Design Equipment	Teacher	Staff and pupils	Early Years Manager	Annual
8. Stage Lighting Equipment.		Teachers	Stage and Presentation	Annual
9. Mobile Staging and Seating/Pianos	Caretaker	Teachers and pupils	Caretaker	Annual
10. Portable Electrical Appliances	Headteacher	Staff and pupils	Caretaker	Annual

### Portable Electrical Appliances

- Person responsible for fitting replacement or new plugs and checking fuse rating before they are brought into use is the Caretaker.

### Dangerous Parts of Machinery

- The following machines are identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety e.g. wood/ metal/plastics working machines, kilns and pugmills, spin driers, paper guillotine. The Caretaker will (i) conduct checks to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees or pupils, and (ii) will take follow-up action (ie taking machines out of service) when necessary.
- Teachers are responsible for instructing employees and pupils on the correct use of equipment (including use of guards) before the latter are authorised to use it. They are responsible for reporting to the Caretaker any equipment which is not fitted with appropriate safety features (eg guards) or which is in need of maintenance to ensure safety, and for taking such equipment out of use in the meantime.

### **3.11 Safety Inspections**

- Health and safety inspections of premises will take place at least once every term. They will be initiated by the Health and Safety Governor. The nominated person will conduct the inspection jointly with the school's health and safety representative(s) if possible.
- Safety Representative - Inspection and Report Forms (ED/B----) will be completed and the top copy will be forwarded to the **Health and Safety Officer**, Saxon Court, 502 Avebury Boulevard, Central Milton Keynes. Responsibility for following up action on the report will rest with the Head Teacher.

### **3.12 Provision of Information**

- The Computing Subject Leader is responsible for distributing all health and safety





information received by the school and for the maintenance of a health and safety information reference system.

- All employees have been informed of existing information held on the school site relevant to them by the Headteacher and have signed to confirm they have read and understood them. Records of this are kept in the Headteacher's Office. New employees will be informed of all relevant health and safety information as part of the induction process.
- All health and safety documentation is kept in the Departmental Health and Safety Handbook which is kept in the main 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 (eg risk assessments for the use of hazardous substances). In such cases the 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 by the Headteacher.
- All new health and safety information received at the school will be copied. The original will be kept on the appropriate file. The Headteacher will decide on the circulation of each document. Employees will sign to confirm they have read and understood the information. A copy of the information will also be displayed by the Headteacher for two weeks on the school health and safety notice board. The noticeboard is sited in the medical room and has an abstract of the Health and Safety at Work Act 1974 in place.

### **3.13 Curriculum Planning (e.g. Educational Visits, Work Experience)**

- Particular activities requiring the approval of specific persons are identified as follows:-
  - Educational visits including overnight stay
  - Educational visits (not including overnight stay)
  - Work experience placement
  - Use of School transport

### **3.14 Dangerous Substances**

- Inventories of dangerous substances used in the school are maintained by the Caretaker.

### **3.15 Manual Handling**

- The following employees Headteacher, Caretaker and Senior Leadership Team are responsible for maintaining an audit 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.

### **3.16 Personal Protective Equipment (PPE)**



- Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE which they use.
- The Business Support Assistant will be responsible for replacing worn PPE.
- PPE will be inspected termly by the Caretaker or more frequently if required. Similarly a quarterly (or more frequent) check is to be made that PPE is being used by employees and pupils by the Headteacher.
- Arrangements for laundering soiled PPE (eg overalls contaminated by blood or Board fluids) to be placed immediately in the washing machine by the Teaching Assistant.

### **3.17 Waste Management and Cleaning Arrangements**

- Waste is collected daily by the cleaners and the Caretaker will arrange for its safe storage in appropriately sited secure 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
- 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. Hazardous materials or substances require special procedures for disposal. All employees are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from the LA
- The Business Support Assistant 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 LA
- The cleaning arrangements for the school are set out by the Caretaker and are in his file
- An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the Caretaker who will assess whether the arrangements can be changed.

### **3.18 Use of Premises Outside School Hours**

- The Finance Administrator is responsible for co-ordinating lettings of the premises in accordance with the lettings procedure
- The office staff are 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*)
- The Caretaker is responsible for checking that the premises are left in reasonable order by other users before locking up

### **3.19 Safety Representatives and Safety Committees**



- An employee appointed as a safety representative by his/her association or trade union is required to inform the Headteacher. He/she will be offered facilities in accordance with the LA's Code of Practice.

### 3.20 Visitors and Contractors

- All visitors and contractors should report on arrival on site to the main office

Staff will:

- Identify a contact person
  - Issue an identification badge
  - Provide them with relevant health and safety information
  - Remind them of their duties to the school community (e.g. contractors).
- Visitors will be invited to sign the entry sign system and will be informed of this request by the office staff
- An employee seeing an unidentified person should act in accordance with agreed procedures
- The school will normally use contractors on the Council's approved list. If a contractor not on a Council approved list, the school is responsible for vetting the firm to ensure that it is competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act
- Responsibility for liaison with contractors is allocated as follows:
  - Building Cleaning: Caretaker
  - Building Maintenance and Improvements: Caretaker or office staff
  - Grounds Maintenance: Office staff
  - Catering: Office staff
- The risk assessment for the cash handling arrangements in the school is undertaken by the Finance Administrator.

### 3.21 Supplies (Purchasing/Procurement and Deliveries)

- The Governing Board will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries
- The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors. They will also assess any revenue implications of the necessary maintenance of donated items

<u>Name</u>	<u>Type of Orders etc</u>
Teacher's	equipment for their curriculum area
Caretaker	cleaning and maintenance
Business Support Administrator	office equipment

**All orders must be authorised by the Headteacher.**



- Deliveries of goods will be reported to the Headteacher.
- Arrangements for the safe movement and storage of supplies will be made by
  - Caretaker or Headteacher: Movement and storage

### **3.22 Visits and Recommendations of Enforcing Authorities eg HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer**

- Notification of visits and recommendations should be given to the Headteacher who will (i) co-ordinate action (ii) report matters requiring authorisation/action to the Governing Board or LA.

### **3.23 Display Screen Equipment**

- 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.
  - The Business Support Assistant
  - The Finance Administrator
  - The Senior Leadership Team.
- The Headteacher is responsible for carrying out the risk assessment and for initiating action required as a result of the assessment.

### **3.24 Noise**

- An employee concerned about the noise levels at work should report the matter to their line manager who will arrange for remedial action or for an assessment to be made by the Health and Safety Officer.

### **3.25 Administration of Medicines**

- The Headteacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils
- Records of requests for the administration of medicines to pupils which the school has agreed to meet are kept in the medical room
- The administration of medicines record book is kept in the medical room.

### **3.26 Vehicles**

- The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the regulations for the use of vehicles
- School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure referred to in paragraph 3.13
- Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Headteacher (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

- The Finance Administrator is responsible for informing the LA of the acquisition of a vehicle in order that registration, taxing and testing can be arranged
- The Finance Administrator is responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Council
- The Finance Administrator is responsible for maintaining a list of authorised drivers of School vehicles who have passed the appropriate test.

### **3.28 Bullying/Harassment**

- The school's policy on behaviour (including bullying) is kept in the policy file
- Records of bullying incidents and action taken are kept in the behaviour file.

### **3.29 Insurance**

- In addition to the insurances arranged by the LA, the Governing Board has decided to arrange the following additional cover through Zurich.

### **3.30 Audit, Review, Performance Measurement and Action Plan**

- The Business Support Assistant is responsible for sending a copy of the School's Health and Safety Statement to the LA
- The Finance and Standards Committee of the Governing Board is responsible for
  - An annual review of the Statement and its implementation in the school
  - A performance measurement exercise
  - Action for improvements being included in the appropriate development plan.

Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept by the Finance Administrator.

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



## ANNEX 1

### CONTACTS FOR HEALTH AND SAFETY ADVICE AND ASSISTANCE

Advice and assistance is available from line managers and from:

Health and Safety Officer	Tel. No. 01908 253526
Advisors and School Support Services	Tel. No. 01908 253341
Catering General Manager	Tel. No. 01908 252849
Head of Infrastructure (Cleaning and Catering)	Tel. No. 01908 252577
Education Planning (Security)	Tel. No. 01908 253375
Insurance Manager	Tel. No. 01908 252315
Corporate Maintenance Manager	Tel. No. 01908 252745
Passenger Transport Officer	Tel. No. 01908 252481
Road Safety Officer	Tel. No. 01908 252357