

Beecroft Lower School and the Beehive SureStart Children's Centre Health and Safety Policy

Statement of Intent

The staff and governors at Beecroft Lower School and The Beehive SureStart Children's Centre believe that ensuring the health and safety of staff, children and other users of the school/centre is essential to the success of the organisation.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks for a range of activities.
- d. Providing a safe and healthy environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school and the centre.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A health and safety management system will be created to ensure the above commitments can be met. All governors, staff, children and other stake holders will play their part in its implementation.

Roles and Responsibilities

Introduction

In order to achieve compliance with the Governing Body's 'Statement of Intent' the organisation's management team will have additional responsibilities assigned to them as detailed in this part of the policy.

The Governing Body

The Governing Body delegate a range of responsibilities to the Health and Safety Sub-Committee. The Health and Safety Sub-Committee will ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in respect of staff, children and site users.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) Health and safety policy and performance is reviewed annually.

The Headteacher/Children's Centre Manager

The Headteacher/Children's Centre Manager supports the Governing Body by ensuring that:

- a) This policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- j) Arrangements are in place to monitor premises and performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.

The Health and Safety Co-ordinator

The Headteacher/Children's Centre Manager is the school's Health and Safety Co-ordinator; he/she is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school and the children's centre.
- b) Co-ordinating the termly, general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipment throughout the school and the centre.
- d) Keeping records of all health and safety activities.
- e) Noting situations or activities which are potentially hazardous to the health and safety of staff, children and visitors.
- f) Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school/children's centre generally.
- g) Carrying out any other functions devolved to him/her by the Governing Body.
- h) Unsafe conditions being reported and dealt with to agreed timescales.

The Health and Safety Assistant

The Secretary is the school's Health and Safety Assistant; he/she is responsible for:

- a) Supporting the risk assessment process for the school and the children's centre.
- b) Helping with the termly, general workplace monitoring inspections and performance monitoring process.
- c) Helping to make the provision for the inspection and maintenance of work equipment throughout the school and the centre.
- d) Keeping appropriate records linked to the responsibilities detailed above.
- e) Noting situations or activities which are potentially hazardous to the health and safety of staff, children and visitors and reporting them to the Headteacher/Children's Centre Manager.
- f) Supporting the Headteacher/Children's Centre Manager to provide suitable instruction in safety and welfare matters in connection with their specific work place and the school/children's centre generally.
- g) Carrying out any other functions devolved to him/her by the Headteacher/Children's Centre Manager.
- h) Supporting the Headteacher/Children's Centre Manager to deal with unsafe conditions within agreed timescales.

Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

This includes the Deputy Headteacher, Curriculum Leaders, Key Stage Leaders, the Children's Centre Coordinator, the Office and Finance Manager, the ICT Technician and Site Agent. They must:

- a) Apply the Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher/Children's Centre Manager for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher/Children's Centre Manager and/or the Health and Safety Co-ordinator.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher/Children's Centre Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and users of the site to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.

Special Obligations of Class Teachers and Other Staff

Class teachers and other staff are expected to:

- a) Exercise effective supervision of the children and other site users in their care and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to children and users of the site as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Headteacher/Children's Centre Manager or Line Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the provision and, where necessary, give special lessons/sessions on health and safety.

- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher/Children's Centre Manager or Line Manager.
- i) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- a) Observe all instructions on health and safety issued by the Council, school and/or children's centre, or any other person delegated to be responsible for a relevant aspect of health and safety.
- b) Act in accordance with any specific health and safety training received.
- c) Report all accidents and near misses in accordance with school/children centre procedure.
- d) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- e) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- f) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- g) Exercise good standards of housekeeping and cleanliness.
- h) Know and apply the procedures in respect of fire, first aid and other emergencies.

NB

- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
- Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Children

Children, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the organisation and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

NB See alternative policies on the 'health and safety of children' for additional information.

Procedures and Arrangements

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

Risk Assessments

Staff write risk assessments on the appropriate form for all activities where there is deemed to be a risk; this is necessary in order to assess risk and put measures in place that will reduce risks.

Outdoor Equipment

The outdoor equipment will be checked by staff, each day, before use. They will determine whether it is safe to use the equipment; hazards and required repairs and maintenance will be reported to the Headteacher/Children's Centre Manager who will ensure that action is taken to make the equipment safe.

The children's use of outdoor equipment is supervised by staff from the school and staff or parents/carers in the children's centre to ensure their safety; staff will also monitor the number of children using the equipment and ensure that this number is appropriate.

All outside equipment will be inspected annually by an approved contractor to ensure that it remains safe although maintenance tasks will take place during the year if required.

Maintenance and Inspection of Equipment

The annual review of the school and children's centre inventories will ensure that the equipment is inspected; this may result in maintenance work taking place. Additionally, the staff can use a specific proforma to report maintenance and repair requirements to the Site Agent; the Site Agent will then determine the best action to take after discussing the report with the Headteacher/Children's Centre Manager.

Inclusion

Beecroft School and the Beehive SureStart Children's Centre work hard to be inclusive. This can mean that it may be appropriate to make changes to the provision. This can also mean that the expectation of staff and their duties

can alter slightly. If this is the case, then a review of job descriptions will take place, an assessment of health and safety issues will be completed and appropriate training will be provided (this would certainly be the case if staff were being expected to lift children because of a physical disability).

Accident Reporting, Recording and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to the school or the children's centre's main office, who will then ensure that serious incidents are reported to the Headteacher/Children's Centre Manager and that the appropriate management guidelines are followed.

First Aid

First aid in our organisation is administered by trained First Aiders: their names are detailed below:

| Beecroft Lower School | The Beehive Sure Start Children's Centre |
|--|--|
| <ul style="list-style-type: none"> • Tracy Lock • Jane O'Leary • Veronica Reavey • Sharon Tott | <ul style="list-style-type: none"> • Clare McGarvey • Daniel Rogers • Emma Tasker |

The duties of the named first aiders are to:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate
- Look after the first aid equipment e.g. restocking the first aid cupboard, ordering necessary first aid stock

In the event of an accident:

- A first aider will be called; they will administer first aid
- The first aider will determine whether further action needs to be taken e.g. the request for medical help (999); if necessary a member of staff will accompany the child or adult to hospital
- In the case of a child having an accident, parent/carers will be informed and advised of the action needed; if required, support will be offered to the parent/carer in order that they can deal with the situation
- In the case of an adult having an accident, if there is a need, appropriate action will be taken to secure the safety of their child(ren)
- All involved parties will make detailed records of the incident (on the appropriate forms) and give these to the Headteacher/Children's Centre Manager
- Any accident requiring treatment by a General Practitioner or in a hospital will be reported to the appropriate body at the Council

Users of the site will know about the first aid arrangements because there are information posters displayed.

Administration of Medicines

The Governing Body has agreed that prescription medicines may be administered to children, at the specific request of the parent/carer; these requests must be recorded by the parent/carer on an appropriate form which can be accessed at our reception areas. Medicines will be administered by a named member of staff who will undergo training in order to carry out the task. Medicines will be stored in a secure area; they will not be accessible to other children. The organisation will follow the guidelines provided by the Council when administering medicines.

Where on the other hand children have long-term medical needs, the organisation will do everything it can to enable them to access the school/centre. Parents/carers will be asked to provide details of the child's condition and medication etc.

Allergies

Parents/carers are responsible for telling the school and/or the children's centre if their child has an allergy; the school and the children's centre will then take the necessary precautions to safeguard the child, including displaying medical information in the appropriate places and providing staff with relevant/specified training.

The Health and Safety of Adults

Working Arrangements

- *Caretaking and Cleaning:* The Site Agent and Cleaners have clear roles and responsibilities in terms of health and safety and these are identified in their training and in their job descriptions.
- *Contractors:* The Headteacher/Children's Centre Manager will ensure that the management guidelines regarding contractors are adhered to at all times. All contractors will be made aware of the organisation's health and safety policies.
- *Working at Height:* Training is organised for those members of staff who need to work at height. Those members of staff who are trained are responsible for helping others to access equipment stored at a high level

etc. The appropriate equipment is provided to staff who are required to work at height e.g. ladders and tower scaffolds. This equipment is checked regularly.

- *Lettings/Use of Premises Outside School Hours:* All necessary details related to health and safety issues linked to lettings and the use of the school/centre premises out of hours are detailed in the organisation's Leasing Policies.
- *Heavy/Prolonged Manual Handling Tasks:* Training is organised for those members of staff who need to carry out heavy/prolonged manual handling tasks. Those members of staff who are trained are responsible for helping others to carry out such tasks. The appropriate equipment is provided to help staff in these matters. Where a heavy/prolonged manual handling task is required, a discussion with the Headteacher/Children's Centre Manager will take place prior to completing the task in order that any health and safety risks are considered and addressed if required.

Lone Working

A lone worker is an individual who spends some or all of their working hours alone. This can be at an isolated location during normal working hours, at Beecroft Lower School and/or The Beehive SureStart Children's Centre either during the normal working day (but in school holidays) or outside of normal working hours or when carrying out home visits.

Risk assessments are carried out to manage the risk of lone working and to ensure that staff stay safe. Risk assessments are carried out by the Headteacher/Children's Centre Manager or by the person directly affected, depending on the circumstances of the lone working. The member of staff will discuss this with the Headteacher/Children's Centre Manager in order to determine who will write the risk assessment.

Control measures should be employed by any member of staff who works alone in order to ensure their personal safety: they should:

- Make other staff aware of their location or that they are working alone
- Where appropriate, lock the entrance doors to the building
- Plan an exit, in case an emergency exit is needed
- Arrange meetings with unknown persons in a public place
- Not carry valuable items
- Carry a mobile phone
- Put an 'In Case of Emergency' (ICE) number in their mobile phone (the name and number that the emergency services can contact if necessary)

Stress

The staff and governors of our organisation are aware of the damage that stress can have on the health and safety of individuals. The Headteacher/Children's Centre Manager and governors take this matter very seriously and will take prompt action if they think that a member of staff is suffering from stress.

Staff Training & Development

All new employees, teaching and non-teaching, shall be provided with induction training, appropriate to their health and safety needs, by their Line Manager or the Headteacher/Children's Centre Manager.

In the case of volunteer helpers it will be the responsibility of the relevant supervising member of staff to ensure that appropriate information is passed on to them.

All employees and volunteers shall on their first day be informed of what to do in the event of a fire and what first aid arrangements are in place.

Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Headteacher/Children's Centre Manager.

Specific training will be organised for those people who have responsibility for areas related to health and safety; staff requiring training include the:

- Headteacher/Children's Centre Manager
- Health and Safety Officer
- Health and Safety Assistant
- Children's Centre Coordinator
- Site Agent
- Trips and Visits Coordinator
- First Aiders
- Fire Marshals

- People who will work with hazardous substances, work at height etc

Visitors

The health and safety of visitors is of paramount importance to the staff and governors. A range of arrangements are in place to ensure they are protected:

NB

- All visitors to the organisation are required to sign when they arrive at Reception
- Fire procedures are displayed in each area of the school/centre
- Staff escort visitors around the school building (this is not applicable to the children's centre)
- Disabled facilities are provided
- A copy of the Health and Safety Policy is provided as required

Work Experience

Procedures are in place to ensure the safety of work experience students. All students are given an induction and training; they are all provided with a copy of the school's Health and Safety Policy.

The Site

Grounds Maintenance

All members of staff are responsible for reporting health and safety issues identified in the grounds of the school or the centre; these will be dealt with by the Headteacher/Children's Centre Manager with the support of the Site Agent (as required). The grounds are also kept safe by grounds maintenance contractors.

Site Maintenance

All members of staff are responsible for reporting health and safety issues identified on the school site; these will be dealt with by the Headteacher/Children's Centre Manager with the support of the Site Agent (as required). The grounds are also kept safe by the involvement of contractors as required.

Security

While it is difficult to make the site totally secure, we will do all we can to ensure that the site is a safe environment for all who access the facilities. We review security measures regularly, drawing upon the advice of experts (e.g. police officers, fire officers, architects and other consultants) as and when it is offered and/or required.

We require all adult visitors who arrive in normal school hours to sign the visitors' book in our reception areas.

If any adult working in the school or the centre has suspicions that a person may be trespassing on the site, they must inform the Headteacher/Children's Centre Manager (or another member of the senior team) immediately. The Headteacher/Children's Centre Manager (or the other senior member of staff) will warn any intruder that they must leave the site straight away. If the Headteacher/Children's Centre Manager (or other member of the senior staff) has any concerns that an intruder may cause harm to anyone on the site, s/he will contact the police.

Fire Precautions and Emergency Procedures

All procedures related to fire precautions and emergency procedures can be found in the 'Fire Instruction Emergency Plan'. All members of staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill; these can be found in the 'Fire Instruction Emergency Plan'.

Hazardous Substances

The Headteacher/Children's Centre Manager will ensure that hazard data sheets and risk assessments are up-to-date for the hazardous substances being used at the school and the centre. Updated sheets will be shared with relevant members of staff.

All staff using hazardous substances will:

- Be trained to use the substances safely and records of the training will be kept
- Be provided with the required protective equipment
- Be clear about how the substances should be stored e.g. in the cleaners' cupboards

Smoking

The school has adopted a 'no-smoking' policy; details of which can be found in the school's Smoking Policy which is in line with the recommendations of the Council.

Health and Safety Checks

Asbestos

A copy of the asbestos logbook is kept centrally.

The Headteacher/Children's Centre Manager will ensure that all members of staff are aware of the dangers of asbestos and that they are familiar with the procedures within the logbook.

All contractors shall be referred to the logbook before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the logbook before commencing work.

Staff are required to inform the Headteacher/Children's Centre Manager immediately if they believe that there is any damage to areas containing asbestos in the school.

Display Screen Equipment

Annual assessments will be carried out in order to ensure the safest possible working environment for staff using display screen equipment for more than 50% of their working hours. Actions will be taken, based on the information gathered from the assessments, in order that the health of staff is protected.

Electrical Equipment (Fixed and Portable)

The Headteacher/Children's Centre Manager will ensure that testing, inspection and maintenance of equipment are undertaken as required.

Day to day inspection of equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by children, with the class teacher. Equipment found to be unserviceable (or of doubtful serviceability) shall be taken out of service, adequately labelled and locked away and the defect reported to the Headteacher/Children's Centre Manager, who will arrange for repair or replacement.

The Headteacher/Children's Centre Manager will ensure that all electrical equipment is brought into the school from other sources (e.g. on loan or during a letting) has the appropriate test certificate and is formally inspected in accordance with the Electrical Safety Management Guidelines.

Health and Safety Documentation

All documentation related to health and safety will be updated at least annually. The Headteacher/Children's Centre Manager will contact the Council and request support and advice as required.

Audit

The school/centre is audited by the Council; this auditing system is supported by an annual inspection by members of the Health and Safety Committee.