

Bird in Bush School Health and Safety in School Policy and Procedures 2023-2024



Name of Governing Body Representative (GBR):	Rebecca Goshawk
Signed by (GBR):	Date:
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Next review due by:	November 2026 (unless legislation or guidance changes)
Related Document:	

At Bird in Bush School we will use this policy and procedures to provide advice and explanations on a number of areas that come under the generic heading of Health and Safety in School :

These areas will include the following:

Fire Safety	First Aid	School's Security
Violence at Work	Educational Visits	Emergency planning and response
Medicines on site	Injury Reporting	Contractor Code of Practice

1.0 Statement of Health and Safety in School Policy and Intent

The Governing Body of Bird in Bush Primary School recognises its responsibilities under the Health and Safety at Work Act to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety, and welfare of children, staff and others using or visiting the premises or participating in school sponsored activities. The Governors will actively work with the Headteacher and staff to identify hazards and where these cannot be removed ensures that they are adequately controlled.

The Governing Body is therefore committed to:

- the provision of safe and healthy conditions for children, all staff and visitors
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe
- compliance with all relevant health and safety legislation; and
- seek the co-operation of all staff, children, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed in Appendix 1.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks. If in doubt about anything to do with health and safety, where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring. The Management of Health and Safety at Work Regulations 1999 specifically require that schools assess the risks from their activities, and implement arrangements to control them and to comply with health and safety legislation.

Statement of Health and Safety Policy

Successful health and safety management starts with sustained commitment and interest from the top of the school. This commitment is the basis of the statement of health and safety policy. This statement confirms the health and safety "culture" of our school.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Arrangements:

The appendices to this policy details the significant findings of any risk assessments and the arrangements for controlling risks and complying with health and safety legislation. These arrangements are kept practicable and show how things are done in the school and who is specifically responsible for what.

This health and safety policy is not a "tablet of stone"; and will be modified to suit the changing circumstances of the school and developments in health and safety legislation. This policy will be reviewed on an annual basis.

2.0 Organisation and general responsibilities

2.1 Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing body. The Governors will ensure that all necessary procedures are devised, implemented, monitored, and reviewed to ensure compliance with these procedures and that they remain appropriate.

The Governors are responsible for ensuring:

- that the school complies with all relevant legislation
- that a health and safety policy is prepared, implemented and reviewed to ensure it remains valid
- that the school has in place adequate procedures to identify hazards and evaluate risk control measures
- in conjunction with the LA, the Governing Body will ensure that the school is a safe environment for children, staff, visitors and all other users of the premises
- health and safety standards are monitored
- actions are prioritised where resources are required
- health and safety is an agenda item at Governors' meetings
- a Governor is given specific responsibility for health and safety
- the Governor with specific health and safety responsibilities and the Headteacher receive health and safety management training and are competent to deal with the health and safety aspects of the work
- assistance is obtained from specialists when in any doubt about the health and safety standards

2.2 Headteacher

The Headteacher is responsible for the day to day running of the school and putting all aspects of the health and safety policy into effect.

The Headteacher is responsible to the Full Governing Body (FGB) for ensuring that:

- all staff are made aware of the communication channels within the school for health and safety issues
- the Headteacher will ensure that all health and safety guidance and advice is kept together in an appropriate location and that it is easily accessible to all staff
- hazards are identified and arrangements are made and implemented to control the significant risks
- the significant findings regarding the above are recorded in the Health and Safety Policy
- the arrangements are monitored to ensure they are working
- all staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work
- all staff are up to date on health and safety training
- any problems in implementing appropriate health and safety standards are reported to the FGB
- specialist help and assistance is obtained where necessary; and
- the reports of health and safety monitoring are communicated to the FGB along with details of significant injuries to all staff, children and visitors.

NB: Tasks can be delegated to other staff members but the overall responsibility remains with the Head.

2.3 Leadership Team

The Leadership Team and others holding posts of responsibility will familiarise themselves with all safety legislation, codes of practice, and guidance relevant to their specific areas of responsibility. As part of their day to day responsibilities they will ensure that:

- safe working methods are in place
- supervision is adequate and all training needs met to meet the requirements of the task
- termly safety inspections are carried out
- appropriate Personal Protective Equipment (PPE) is available, in good condition and is used correctly
- any hazardous substances are correctly used and also stored in a safe manner; and
- standards of health and safety are monitored and appropriate remedial action is taken as and when required.

Commented [RG1]: Could we add that it should be at FGB in light of the feedback at the last audit? We should also inform Donna of the need for this if Southwark's own audits are stating it is needed

The other thing on the audit is about having: *the school's own health and safety committee comprising of staff members, TU rep member, SLT member, members of governing body, premises staff.*

If this is something that we are going to take forward we should reference the attendance at this here as well

2.4 School Health and Safety Co-ordinator (role undertaken by the Office Manager)

The School Health and Safety Co-ordinator is responsible for assisting the Headteacher with the above and specifically for:

- liaising with all staff and Health and Safety Advisors to ensure that hazards are identified and appropriate risk control arrangements implemented; and
- monitoring the health and safety standards of the school on a day to day basis.

2.5 All staff

are responsible for:

- taking reasonable care for their own health and safety and that of all other staff and visitors who are affected by their activities
- where appropriate, exercising effective supervision of children to minimise risks to their health and safety
- using any work equipment in accordance with the training and instructions provided
- co-operating as is necessary to implement the arrangements of this policy
- monitoring the health and safety standards of their own areas ensuring that appropriate risk control measures are implemented; and
- reporting to the Headteacher any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.

2.6 The children

Children attending the school are expected:

- to exercise appropriate personal responsibility for their own health and safety and that of their peers
- to observe standards of dress and behaviour consistent with the safety of themselves and others; and
- to observe the rules of the school and in particular the instructions of teachers.

2.7 Premises Officer

The Premises Officer has particular responsibility for the security and all premises related issues and will:

- co-operate with the Headteacher and ensure effective monitoring of the condition of the premises
- report defects so that appropriate remedial action can be taken
- regularly test the fire and security alarm systems and record findings

2.8 Health and Safety assistance

Health and Safety Advisors for Southwark Council, and private consultants are responsible for providing the health and safety assistance as and when requested.

2.9 Training

Bird in Bush School Staff are provided with health and safety training and are given a health and safety handbook. All school staff are obliged to complete an online annual safety training including fire safety. In addition, school's fire wardens are requested to complete a fire warden's training once every three years.

The capabilities of all new staff with regard to their own health and safety and that of children in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly: -

- evacuation procedures;
- first aid and injury reporting arrangements;
- Any other relevant emergency procedure.

2.10 Health and Safety representatives and consultation

The role of trade union appointed health and safety representatives is recognised and encouraged. The appointed person, as health and safety representative will be consulted during the preparation and review of the health and safety policy of the school.

Health and safety is a standing item on the agenda of all employee meetings at the school.

Appendix 1: Arrangements and significant findings of risk assessments

Generic and fire risk assessments are in place and can be seen in the Health and Safety file. This is found in the Office Manager's office.

Risk assessment involves identifying the hazards present in any working environment or arising out of work activities and evaluating the extent of the risk involved, taking into account existing precautions and their effectiveness. Mandatory risk assessments are undertaken by the school for workers under the age of 18, asbestos, control of substances hazardous to health (COSHH), display screen equipment, fire and first aid.

Individual risk assessments will be undertaken in other relevant areas as appropriate.

Contents

- 1.1 General Hazards
- 1.2 Guardrails on Stairs and Landings
- 1.3 Electrical Equipment
- 1.4 Working at Heights
- 1.5 Substances Hazardous to Health
- 1.6 Fire Risk Assessment
- 1.7 Manual Handling of Items and Equipment
- 1.8 Moving and Handling Assistance for Children with Special Needs
- 1.9 Display Screen Equipment
- 1.10 Smoking at work
- 1.11 Contractor's activities
- 1.12 First Aid Arrangements
- 1.13 Pregnancy and Work
- 1.14 Young person's working or on work experience in the school.
- 1.15 School's Security
- 1.16 Emergency procedures
- 1.17 Violence at Work
- 1.18 Educational Visits
- 1.19 Medicines
- 1.20 Injury Reporting
- 1.21 Statutory Notices
- 1.22 Physical education, sport and play activities
- 1.23 Vehicles on the Premises
- 1.24 Science, Technology and Art
- 1.25 Working Alone
- 1.26 Working Time
- 1.27 Occupational Health Service
- 1.28 Stress
- 1.29 Asbestos

Appendix 2: Fire precautions and fire risk assessment

The school has a separate Fire Safety Management Policy and the fire risk assessment can be found below.

Commented [RG2]: I couldn't see this below - can we add it in?

Procedures in the event of fire have been prepared and circulated to all staff. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points in each classroom, offices, and other appropriate locations.

A fire drill will be held at least once termly and relevant details recorded in the fire log.

The Fire alarm will be tested at least once per week, using a different call point each time in rotation.

Appendix 3: Contractor on Site - Code of Practice

The buildings are occupied by pupils and members of the public throughout the year.

Staff working in schools are vetted for their suitability to work with children and young people. Contractors must not fraternise with pupils.

This school actively pursues a policy of equal opportunity for all its pupils. They are encouraged to respect each other and to take care of what they say to each other and how they say it. It is most important that ALL the adults on the site are careful about their choice of language and the ideas that they express. No swearing, no racist or sexist comments.

Irrespective of the weather, or the work in hand, contractors are required to conform to an appropriate standard of dress, if in doubt check with the Office Manager.

Alcohol does not mix with safe working practices. It is a condition of the contract that no contractor is on site and intoxicated - by whatever means. No smoking is allowed on the school premises.

This is a school and children are inquisitive. Do not leave tools, materials, etc., around for mischievous hands.

On each and every arrival at the site, contractors are required to sign in, the signing in book is held at the reception desk in the School Office.

At the contract stage and at the start of each contract, the Office Manager will undertake a Job Review with the contractors to make sure that safe practices are observed and appropriate notification to the school has been made regarding your work and potential disturbance. The use of glues, solvents, chemicals, etc., must be covered by COSHH regulations. Contractors must have data sheets on site or work may be stopped. Contractors are bound by HSWA. Management of the school will seek to enforce it, by stopping works if necessary. This will include safe barricading of working areas, checking with staff before entering children's toilets, and not working where teaching is taking place unless given permission to do so by the Headteacher or another member of SLT.

Your contact on site is the Office Manager, or Headteacher. Any difficulties will be raised with them.