

## 1.Introduction to our Policy at Burnt Tree Primary School

A copy of this policy will be issued to all staff teaching and non - teaching at the start of the new academic year.

This policy is issued in accordance with the Health and Safety at Work Act 1974 and subsequent legislation. It supplements Sandwell LA's Health and Safety Policy "Organisation and Arrangements for Health and Safety at Work" This policy and the Sandwell LA's Policy will be brought to the attention of all employees.

It is our aim that the Burnt Tree Primary should be a safe and relaxed place in which to work and that it is committed to matters of health and safety having an equal place along side all education activities.

It is only by securing a total commitment to health and safety matters from those who work for, and on behalf of the Burnt Tree Primary, that the high standards we set ourselves will be achieved

We believe that on this basis and supported by all staff this Health & Safety Policy document will become a real and valued model for good practice in the school.

Signed ..... Ms J Bitchenor  
Date: February 2017

### **Chair of Governors**

Signed.....Mrs J Evans

Date February 2018

**Head Teacher**

**Burnt Tree Primary**

## **2. Organisational Responsibilities at Burnt Tree Primary**

### **The Governing Body**

1. To be familiar with the contents of the Burnt Tree Primary's Health and Safety Policy, the Health and Safety at Work Act, 1974 and any other health and safety legislation.
2. On behalf of the Head Teacher ensure that these policies and relevant legislation are implemented.
3. To ensure that all employees carry out their health and safety responsibilities.
4. To take appropriate action under established disciplinary procedures for any employee not complying with their duties, responsibilities or safe working practices as laid down in policies and procedures.
5. To demonstrate commitment by taking a proactive approach in health and safety matters.
6. To ensure that the Head Teacher and Senior Leadership Team take into account the health and safety of any person within their areas of responsibility.
7. To ensure that Head Teacher and Senior Leadership Team carry out risk assessments and implement appropriate control measures within their area of responsibility.
8. To ensure that adequate resources are available in order to achieve health and safety objectives.
9. To appoint a member of the Governing Body to have an oversight of health and safety and to report back to them on a termly basis.

### **The Head Teacher**

1. To be familiar with the contents of Burnt Tree Primary's Health and Safety Policy, the Health and Safety at Work Act 1974 and any other health and safety legislation which may affect their area of activity.
2. To review and assess the impact of safety policies within the school.
3. To ensure that all staff identify hazards or risk associated with in their areas of responsibility.
4. To ensure that risk assessments have been carried out and that control measures are implemented within their areas of responsibility in accordance with policy and legislative requirements.

5. To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified and subsequently reported to the Governing Body.
6. To report to the Governing Body any matter that they consider presents a risk to the health and safety of any one who maybe affected by activities being undertaken in their area of responsibility.
7. To involve relevant employees in the risk assessment process.
8. To ensure that all incidents (accidents, near misses, violence and aggression) are properly investigated, reported upon and actions taken to avoid reoccurrence.
9. To inspect and monitor the operations and activities in accordance with this policy, and take any necessary remedial action.
10. If the Head Teacher is not available the responsibility for health and safety will fall to the Deputy Head Teacher.

### **All Employees**

1. To exercise effective supervision over those for whom they are responsible, including pupils.
2. To be familiar with the contents of this policy.
3. Co operate to ensure the implementation of this policy.
4. To assist as required with the carrying out of risk assessments.
5. To report to their line manager/ and or head teacher any matters that they consider presents a risk to health and safety of anyone who maybe affected by activities being undertaken.
6. To attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.
7. To report to their line manager and/or head teacher if for any reasons health and safety instructions cannot be implemented.
8. To cease work where there is imminent danger or harm, and to report immediately to their line manager and /or head teacher.
9. To use all plant, equipment, electrical equipment in safe manner. To use such items in accordance with instructions provided and as explained or taught during health and safety training.
10. To report to their line manager and the site manager, equipment or building defects using the established system.

11. To report to their line manager and site manager defects loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance or repair or replacement are necessary.
12. To report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage, in accordance with school procedures.
13. Not to interfere with or misuse anything provided for health and safety or welfare.
14. To behave in a manner at all times so as not to put themselves or others at risk to their health and safety, by what they do or fail to do.

## Employee Training

Employees are required to attend health and safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed.

The identification of training needs will be as a result of:

Risk assessment;  
Monitoring activities;  
The occurrence of accidents and incidents of violence and aggression;  
New legislation;  
New procedures or changes to existing procedures.

## The Head Teacher and the Health and Safety Governor.

The head teacher and the health and safety governor will meet at least once a term and will be responsible for promoting health and safety within the school. Their meeting will take into consideration the following points:-

- (i) study accident reports and notifiable disease statistics and trends;
- (ii) study incidents of violence and aggression statistics and trends;
- (ii) examine safety audit reports;
- (iii) consider reports and information from the Health and Safety Executive;
- (iv) consider risk assessments;
- (v) consider reports from safety representatives;
- (vi) assist in the development of safety rules and systems of work;
- (vii) inspections of the school as appropriate;
- (viii) promote and develop measures to ensure the Health, Safety and Welfare of employees.

### 3. Arrangements for Health and Safety at Burnt Tree Primary

#### Risk Assessments

Risk assessments will be carried out by nominated personnel with the support of the Head Teacher and Senior Leadership Team, and will include:-

- i. the risks to the health and safety of employees to which they are exposed whilst they are at work, and
- ii. the risks to the health and safety of other persons arising out of or in connection with work activities.

The significant findings of the risk assessment will be recorded on a risk assessment form and forwarded to the Head Teacher.

For new operations, school events, substances, plant and equipment it is particularly important that assessments are completed before commencement/introduction. Safety must be completed at the planning stage and it is important that staff involve all relevant personnel.

Assessments must be reviewed at least every 12 months. In addition must be reviewed whenever there is reason to suspect that they are no longer valid or there have been significant changes related to the building or to activities.

#### Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992, require employers to minimise the risk in the use of display screen equipment (DSE) work. The Regulations apply where a member of staff habitually uses DSE's as a significant part of their normal day.

To achieve this aim it is important that staff will receive the appropriate training as identified by the Regulations and that work stations are assessed by the user and a competent person if required.

Persons identified as a user will be entitled to an eye test and if there is requirement for the user to have corrective lenses for DSE use, as identified by the optician, the school will provide the following funding :-

Eye Test - up to £20.00  
Glasses - up to £ 50.00

#### Fire Procedures.

The fire risk assessment (Level 1) will be carried out on an annual basis by the head teacher with the support of the site manager. The technical side of the fire risk assessment (Level 2) will be undertaken by a competent person from the Council's Fire Risk Assessment team this will be reviewed on an annual basis.

The Fire Log Book will be kept up to date and along with the Full Fire Risk Assessment (level 1 and 2) be available for inspection by any fire officer undertaking an inspection of the Academy.

Fire drills will be carried out on a termly basis and a copy of the evacuation procedure will be displayed in each classroom and in the main areas of the school.

All staff will undertake "In the Line of Fire" and in addition will receive training in the action to be taken in the event of a fire and general fire precautions on an annual basis.

## Other Serious and Imminent Danger

Members of staff have a responsibility to take action in response of danger which they reasonably believe to be a serious or imminent danger to themselves or others.

Employees who believe there is serious or imminent danger have the authority to take action accordingly.

Actions by employees, without further instructions from more senior staff could include evacuation of a classroom or a building.

## First Aid Arrangements

### First Aiders

The school has a dedicated first aid point. The Head Teacher is responsible for ensuring there are sufficient first aiders on site and that they meet the requirements of the Health and Safety (First Aid) Regulations 2011.

### First Aid Boxes

First aid boxes are located in and around the school and these are maintained by .....

The qualified first aiders are:- See Appendix 1

### Calling the Emergency Services

In the event of a serious accident an ambulance will be summoned immediately by the head teacher or the first aider dealing with the emergency. Once this has been done contact will be made with the next of kin, to advise and support as necessary.

## Manual Handling

It is our aim that all people whose work of necessity involves lifting and carrying items should do so safely.

To achieve this aim it is important that all manual handling operations of this nature be kept to a minimum. And that the risks involved are assessed by the site manager.

In assessing manual handling should amongst other factors consider:-

Can the lift be avoided, can the lift be mechanised eg using a trolley, manual handling training will be provided as a last resort.

## Offsite Education / Out of Hours Educational Activities

If you are planning to take pupils out of the school either on a visit, sporting activity, residential etc. it is most important that you are familiar with the LA's Guidelines for Offsite Activities/Out of Hours Educational Activities. This is available in the school office.

Jayne Bayliss is the trained Education Visits Coordinator at the school will oversee the necessary paper work and ensure the trip has been entered correctly on Evolve. No trip will be allowed to take place until the Head Teacher has approved the offsite activity. Residential visits will need to be approved by the Head Teacher, the Chair of Governors and the Offsite Advisor at the LA.

## Recording Accidents (Staff & Pupils) / Near Misses / Violence to Employees

### Accidents

All accidents should be reported to the head teacher by the member of staff who has received an injury or by a member of staff witnessing the accident. Staff will need to complete an incident form and submit it to the Head Teacher who may carry out an investigation. Accidents to pupils, the member of staff who witnessed the accident or the first aider will need to complete an incident form and submit it to the Head Teacher.

### Near Misses

Near misses which were in the view of the member of staff concerned could lead to a serious incident should also be recorded on an incident form.

### Violence to Employees

Incidents of physical or verbal abuse by pupils or parents etc should be reported on an incident form. It is important that staff should also record what support was given to them from their line manager following the incident. Incidents of this nature should be investigated by the Head Teacher and if required should be supported by the LA's zero tolerance procedures.

## Stress Staff Management

The Head Teacher and Senior Leadership Team recognise work related stress could be a significant issue in the life of the school and will follow the guidance as stated in the Sandwell LA. 'Stress Policy for School Based Staff' document.

The Governing Body will be responsible for the well-being of the Head Teacher.

## Risk Assessment and Pregnancy

The phrase 'new and expectant mothers' is defined in the legislation as pregnant women, women who have given birth within the previous six months and nursing mothers. 'Given birth' is defined as the delivery of a living child or the delivery of a stillborn child after 24 weeks of pregnancy.

It is the responsibility of the employee to inform their line manager and the Head Teacher that they are pregnant. The line manager will ensure that a risk assessment on the employee is carried out and will if need be inform the Head Teacher for advise and assistance.

## Medication

The senior leadership team has the responsibility to administer any medication to pupils during the school day. This will be done following the procedures laid out in the health care plan.

If any staff observes a student taking any medication unsupervised this should be reported to the head teacher with immediate effect.

## Working at Heights

Falls from heights are the most common course of fatal injury and the second most common cause of major injury to employees; most major injuries are caused by falls below 2 metres.

Staff should use the equipment supplied eg. step ladders and should not stand on tables, chairs or any type of furniture.

## Contractors

The Site Manager has the responsibility to ensure that contractors on site do not endanger the health and safety of employees, staff, visitors and the public.

Contractors must not start work until without consulting the Site Manager. The Site Manager must be satisfied that the work can be carried out, so far as is reasonably practicable without risk to the employees, staff, visitors and the public.

Should a contractor start work without permission, the Site Manager must take appropriate action.

- a) Inform the contractor of the school procedures.
- b) Stop the work until proper consultation has taken place and/or
- c) Order the contractor off site, if necessary, until the operation can be isolated and or further advice obtained.

The Site Manager must obtain the contractor's

- a) Risk assessment relating to the operation.
- b) Method statement for the operation.

The Site Manager must inform the contractor of any local hazards, which may present a risk to the contractor whilst on site.

## Asbestos Containing Materials (ACM's)

The Site Manager is responsible for the management of asbestos on the school site and has a legal duty to prevent exposure of staff, pupils and contractors etc to asbestos.

The presence of acm's must be considered prior to starting work being undertaken at the school by members of staff, contractors or volunteers. In the case of any alterations and improvements eg security installations/upgrades, computer networking or any other minor works (including redecoration consideration must be given to the presence of asbestos.

An Asbestos Log Book, providing the locations of known acm's in the academy is kept and maintained in the Site Manager's office.

## Portable and Transportable Electrical Equipment

The Electricity at Work Regulations requires that all electrical equipment is properly maintained. Guidance to these Regulations in respect of portable and transportable electrical equipment, recommends, three types of maintenance regime. These are user visual checks, formal visual inspections and combined inspection and tests.

Combined inspection and test of portable electrical equipment should be undertaken on at least an annual basis. Risk assessment will identify if more frequent testing is required.

Members of staff will be encouraged to look at the electrical equipment they use for obvious signs of damage this is particularly important for equipment which is moved, e.g. kettles, desktop fans, portable tools etc.

Second hand or acquired electrical equipment, or employees own equipment brought from home, may not be used in the school's premises until it has been inspected and tested.

## Active Monitoring

The site manager and the business manager carry out an inspection of the school site on a weekly basis.

The Health and Safety Governor, Head Teacher and Site Manager carry out a health and safety inspection on a termly basis.

All inspections are recorded and if need be included on the health and safety action plan.

In addition to this the Site Manger undertakes daily visul checks of the playground equipment and formally inspection and records on a weekly basis.

## Lone Working

Lone workers are those who work by themselves without close or direct supervision ie staff who work separately, staff who work outside normal hours, members of staff who conduct home visits. Risk assessment will need to be undertaken and if necessary procedure out into place.