



## Health and Safety Policy

Version 1 - Agreed at Governors September 2015

Version 4 - Updated January 2018, to be agreed March 2018

Local Arrangements/Procedures	How this is achieved	Responsibility of: Name/Title	Monitored	Actions
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<b>Accident Reporting, Recording and incidents</b>	Accident forms completed for any serious incidents, file forms with the school office and report them to the Head teacher	All Staff	SKC 11.01.18	
	Copies of major incidents to be sent to BCC – Health Executive	Head Teacher	SKC 11.01.18	
	Parents are contacted if there are any doubts over the health or welfare of a pupil.	Head Teacher	SKC 11.01.18	
	Headteacher responsible for taking appropriate action on remedial items.	Head Teacher	SKC 11.01.18	
	Business Manager to monitor accidents and incidents on a termly basis	School Business Manager	SKC 11.01.18	
<b>Defect Reporting</b>	To be written in the site Managers Log Book	All Staff	SKC 11.01.18	
	All major defects to be reported to Acivico helpdesk	Site Manager	SKC 11.01.18	
	Staff to notify the Site Manager through the log and via staff meetings	All staff	SKC 11.01.18	
<b>Bullying and Harrassment</b>	Refer to the Whistleblowing and Misconduct Policy	All Staff	SKC 11.01.18	
<b>Child Protection</b>	Refer to Child Protection Policy	All Staff	SKC 11.01.18	
	The headteacher has responsibility for Child Protection	Head Teacher	SKC 11.01.18	
<b>Contractors (Management of)</b>	Any concerns reported to the responsible person	Site Manger	SKC 11.01.18	
	Directly employed contractors to complete a supplier questionnaire and provide insurance details, Risk Assessments and Method Statements	School Business Manager	SKC 11.01.18	All contractors are now asked to complete the appropriate forms
<b>Contractors (Management of Asbestos)</b>	An Asbestos Register is held by the Site Manager. The Site Manager makes it available to Contractors working on site.	Site Manger	SKC 11.01.18	
	Refer to Asbestos Management Plan.	Site Manager	SKC 11.01.18	Asbestos Plan updated in September 2017 to show that all Asbestos has been removed from the Main Boiler house.
	BCC report for the School. Review Annually.	Site Manger	SKC 11.01.18	
	Onus must be on the school to ensure the contractors sign that they are aware of the locations of asbestos.	Site Manger	SKC 11.01.18	Site Manager shows contractors the Asbestos survey and asks them to sign
	Ensure that there is no asbestos in the building structure being worked on.	Site Manager	SKC 11.01.18	
Only agreed contractors through Property Management to be utilised for Asbestos work – criteria.	Site Manager/ School Business Manager	SKC 11.01.18		
<b>Contractors and Visitors on Site</b>	Refer to school visitor policy.	Office Staff	SKC 11.01.18	
	Visitors to enter building through main entrance and report to reception.	Office Staff	SKC 11.01.18	
	Visitors to sign in and wear a visitor badge at all times. Identification to be requested.	Office Staff	SKC 11.01.18	
	Visitors to be made aware of schools Health and Safety information; this is a no bell school, if it does sound it is a fire bell.	All staff	SKC 11.01.18	

<b>COSHH</b>	The site Manager to ensure COSHH assessment are completed for substances in school, compiling and maintaining a list giving details of these substances.	Site Manager	SKC 11.01.18	Minster have provided up to date COSHH assessments for all substances
	Copy of COSHH held in cleaning cupboard.	Site Manger	SKC 11.01.18	
	All COSHH materials are kept in the cleaning cupboard.	Minster Cleaning/Site Manager	SKC 11.01.18	
<b>Defect Reporting Procedures</b>	The site Manager inspects the site as part of his daily routine.	Site Manager	SKC 11.01.18	
	Urgent matters are referred to the Head Teachr or School Business Manager and actioned ASAP	Site Manager/All staff	SKC 11.01.18	
	Staff log minor repairs that are needed in the logbook in the staff room which is monitored daily and acted upon as deemed necessary	All Staff	SKC 11.01.18	
	Items to be closed off and signed in the log book to show completion	Site Manger	SKC 11.01.18	
	The Head Teacher and Site Manager inspects the site on a half term basis	Head Teacher and Site Manager	SKC 11.01.18	
	The Head Teacher, School Business Manager or Site Manager to conduct a termly health and safety review and report back to the Resources Committee	Head Teacher, Site Manger and Governor	SKC 11.01.18	Ammended from Health and Safety Committee to Resources Committee Sept 2015
	Serious matters are reported to the Resources Committee	Head Teacher	SKC 11.01.18	
<b>Display Screen Equipment (DSE)</b>	Refer to DSE Procedure. A copy is kept on File	Office Staff	SKC 11.01.18	
	Office Staff to complete DSE assessments, reviewed annually	Office Staff	SKC 11.01.18	DSE assessment form sent to all office staff January 2018
	IT Coordinator to assess IT equipment and ensure screens are free from Glare	IT Technician	SKC 11.01.18	
<b>Electricity at work</b>	All hardwired equipment to be checked every 5 years. Next inspection due 2018	Currently Acivico	SKC 11.01.18	Acivico to be contacted to ensure that this is carried out.
	Portable Appliicance Testing PAT conducted annually.	Site Manager	SKC 11.01.18	June 2017
	PAT register held on site in the Property Log Book in School Office	Site Manager	SKC 11.01.18	June 2017
	Defective items are either renewed or repaired and reported in the register	Site Manager	SKC 11.01.18	
	Cables must be covered with suitable cable mats when stretched across areas that could be a trip hazard.	Site Manager/All staff	SKC 11.01.18	
<b>Fire Precautions and Emergency Plans</b>	To determine the seriousness of the emergency and use their discretion on how to proceed	Head Teacher	SKC 11.01.18	
	Refer to the Emergency Evacuation Plan	Head Teacher	SKC 11.01.18	
	Emergency Evacuation Plan to be reviewed at a minimum annually/when building modifications take place	All Staff	SKC 11.01.18	Evacuation Plan updated September 2017
	Fire Drills are held termly at various times of day	SMT	SKC 11.01.18	Last Drill was in December 2017
	In the event of an emergency, immediate evacuation is carried out through the nearest safe exit to the fire assembly points. Office staff contact 9.999 and take all class and visitor registers outside. Teachers have responsibility for their current class.	Office Staff	SKC 11.01.18	

	Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.	Kitchen staff/ all staff using school cookers	SKC 11.01.18	January 2018 an additional Fire extinguisher was added to the kitchen due to size of frier.
	All alarms and fire extinguishers are tested and maintained	Site Manager	SKC 11.01.18	January 2018
<b>First Aid</b>	All Key staff are First Aid Trained (Office/TA's/Midday Supervisors)	All Staff	SKC 11.01.18	
	Ensure First Aider list is kept up-to-date	First Aiders	SKC 11.01.18	
	First Aid to be administered by the nearest adult (to their level of competence) and referred to nominated first aider.	Office Staff	SKC 11.01.18	
	First Aid kits are kept in the office and staff room. One taken on trips	All Staff	SKC 11.01.18	
	All lunchtime staff are trained to be the first aider and use a rota to make sure that one Lunchtime Supervisor monitors the first aid point at all times.	Lunchtime staff	SKC 11.01.18	Changed to state that a central first aid point is used by Lunchtime supervisors Jan 2018
	Staff should complete the accident book for employees if they sustain an injury at work. The book is held in the School Office. An injured member of staff should not continue to work if further medical treatment is required.	All Staff	SKC 11.01.18	
	If an ambulance is required, office staff call 9.999. The child is accompanied by a member of staff. Parents are asked to go immediately to the hospital. If a child is transported to the hospital without using an ambulance, this should be on a voluntary basis and staff should ensure they have appropriate insurance cover. Office to log on to BESS to report the accident	All Staff	SKC 11.01.18	Changed to show that we no longer use 'Yellow' accident forms. When sending someone to hospital, we now log on using BESS - log in details held in the school office
<b>Medication</b>	Parents give written consent to authorise First Aiders to administer medication	Parents	SKC 11.01.18	
	Trained First Aiders administer medicines for chronic or long-term conditions if this is required during the school day	All Staff	SKC 11.01.18	
	Review Pink folder in each class detailing medical and behavioural needs.	All Staff	SKC 11.01.18	Updated Sept 2017
	Training must be undertaken by those administering Epi-pens.	All Staff	SKC 11.01.18	Autumn Term 2017
	Medication for asthma is kept in the pupil's classroom in a designated area. Children in Year 6 keep their inhalers with them. Children in KS2 who have sports, take them in to the lessons.	All Staff	SKC 11.01.18	
	Office staff administer medication and monitor the self-administering of diabetes medication. Ensure records are kept.	Office Staff	SKC 11.01.18	
<b>Health and Safety Advice</b>	Advice provided by LEA and Governing Body	SMT	SKC 11.01.18	
	Health and Safety Site Co-ordinator is the School Business Manager	SMT	SKC 11.01.18	
<b>Housekeeping, Cleaning and Waste Disposal</b>	Refer to Contractor Procedures.	Site Manager	SKC 11.01.18	
	Waste placed in skips, keep copies of Waste Transfer notices and compile a Waste Disposal Matrix	Site Manager	SKC 11.01.18	Filed with Invoices
	Cleaning daily by contractor	Minster Cleaning/Site Manager	SKC 11.01.18	
	Information on Health & Safety is made available to all staff, pupils, governors and visitors	Head Teacher	SKC 11.01.18	

<b>Information Dissemination Procedure</b>	Health and Safety advice is given to all staff during the induction process. All staff to sign to say they have received and understood it.	SMT	SKC 11.01.18	
	Specific policies are kept in the School Business Managers Office and on the server.	SBM	SKC 11.01.18	
	Policy updates delivered to all staff as part of the staff meetings.	SMT	SKC 11.01.18	
	Ensure all visitors and contractors are aware of any Health and Safety issues which may affect them during their visit or works being carried out.	Office Staff	SKC 11.01.18	
<b>Jewellery</b>	The wearing of jewellery and nail varnish is not permitted for students	All Staff	SKC 11.01.18	
	If ears are pierced, only studs may be worn and must be removed for PE.	All Staff	SKC 11.01.18	
	Children to remove all jewellery and watches before PE lessons.	All Staff	SKC 11.01.18	
<b>Lettings/shared use of premises/Extended Services</b>	The school does not usually let the premises to any outside bodies, any persons booking lettings at the school will receive a copy of the Lettings and Health and Safety Policy from the School Administrator	SBM	SKC 11.01.18	
<b>Lone Working and Personal Safety</b>	Staff should alert the Site Manager if they are staying late, after 6pm, so that he can ensure lights are on and staff are safe	All Staff	SKC 11.01.18	
	All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. When two or more people work late they should try to leave the building together. Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark. Anyone lone working on a regular basis should be equipped with a personal mobile phone	All Staff	SKC 11.01.18	
	Cars should be parked as close to the access doors as possible.	Site Manager	SKC 11.01.18	
	External lights are present in the car park	All Staff	SKC 11.01.18	
	Fire doors must be unlocked when staff are working on the premises out of school hours	Site Manager	SKC 11.01.18	
	Lone workers must ensure that a family member has phone number of other key holders so that help may be summoned if necessary.	All Staff	SKC 11.01.18	
<b>Maintenance/Inspection of Equipment</b>	The site Manager inspects the site as part of his daily routine.	Site Manager	SKC 11.01.18	
	Urgent matters are referred to the Head Teacher or School Business Manager and actioned ASAP	All Staff	SKC 11.01.18	
	PE equipment, Ladders and steps, Extraction systems, Emergency Lighting and Fire Extinguishers are to be tested annually.	Site Manager	SKC 11.01.18	
	Fire alarms twice per annum	Site Manager	SKC 11.01.18	
	Legionella Risk Assessments every 2 years. Water Hygiene Policy is located in the school office.	Site Manager	SKC 11.01.18	
	Records are kept and maintained by the Site Manager	Site Manager	SKC 11.01.18	
<b>Manual Handling</b>	Refer to the Health and Safety Policy.	All Staff	SKC 11.01.18	
	Staff, pupils and any supervising adult should only lift equipment and furniture within their own capability.	All Staff	SKC 11.01.18	

	Equipment should be stored at an appropriate level and position relative to its height, weight and bulk	All Staff	SKC 11.01.18	
<b>Monitoring Arrangements</b>	The Headteacher, directs the Site Manager and SBM to conduct a termly health and safety survey and report back to the Resources Committee. Walk to be clear, based on agenda items	SMT	SKC 11.01.18	
<b>Offsite and Educational Visits</b>	The SBM is the Educational Visits Co-Ordinator (EVC) and has responsibility for ensuring staff have adhered to the schools 'Educational Visits Procedures' when organising a visit. All staff have had a copy.	Educational Visits Co-ordinator (EVC)	SKC 11.01.18	
	Refer to the Educational Visits Policy. The procedures are based on the LA Guidance	All Staff	SKC 11.01.18	
	Any qualified teacher can be a trip leader and Risk Assessments are filed with the EVC for authorisation	All Staff	SKC 11.01.18	
	Headteacher authorisation must be granted before planning any trips.	All Staff	SKC 11.01.18	
	Parental Permissions must always be sought prior to a residential trip. Day trips are covered through the Home School Agreement	All Staff	SKC 11.01.18	
	Pre-site visits and previous risk assessments are considered.	All Staff	SKC 11.01.18	
	Plan B activities are always considered.	All Staff	SKC 11.01.18	
	First Aid containers are always taken on an off site activities	All Staff	SKC 11.01.18	
	Separate insurance is taken out for School Visits	Educational Visits Co-ordinator (EVC)	SKC 11.01.18	Renewed Jan 2017
<b>Outdoor Play Equipment</b>	Annual inspection by Mercury Sports	Site Manager	SKC 11.01.18	Completed June 2017
	Visual inspection to be carried out daily by the Site Manager with any defects reported to the office.	Site Manager	SKC 11.01.18	
	Inspection to be recorded on the Site Managers weekly checklist.	Site Manager	SKC 11.01.18	
<b>PE Equipment</b>	Equipment to be inspected Annually	Site Manager	SKC 11.01.18	Completed June 2017
	Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate	Site Manager	SKC 11.01.18	Completed June 2017
	Termly inspection records to be kept	Site Manager	SKC 11.01.18	
<b>Playground</b>	The playground is zoned for different activities	all Staff	SKC 11.01.18	
	At least two members of staff supervise the playground during morning playtime	All Staff	SKC 11.01.18	
	At least three members of staff supervise the playground at lunchtime	All Staff	SKC 11.01.18	
	One member of staff should closely supervise the trim trail when it is in use.	All Staff	SKC 11.01.18	
<b>Pregnant Workers and Nursing Mothers</b>	The Headteacher will carry out a Risk Assessment in accordance with LEA Guidance	Head Teacher	SKC 11.01.18	
<b>Risk Assessment</b>	The School Business Manager conducts Risk Assessments on an annual basis or as an when necessary	SBM	SKC 11.01.18	
	Risk Assessment Register and File	SBM	SKC 11.01.18	

<b>Smoking</b>	The site is a No Smoking Site in accordance with National Legislation	All Staff	SKC 11.01.18	
<b>Stress and Staff Welbeing</b>	Any member of staff who feels that they may be suffering from stress should discuss their concerns with either the Headteacher, senior staff or the school's Health and Safety Co-Ordinator as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.	All staff	SKC 11.01.18	
	A list of emergency contact names and phone numbers of all staff is held in the school office.	All staff	SKC 11.01.18	
<b>Supervision of pupils</b>	Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.	All Staff	SKC 11.01.18	
	Pupils are not to be left unsupervised	All Staff	SKC 11.01.18	
	Staff should be punctual in collecting pupils from the playground.	All Staff	SKC 11.01.18	
	Appropriate cover should be arranged if a member of staff is unable to supervise.	All Staff	SKC 11.01.18	
	If a parent fails to collect a pupil after school, staff should contact the parents. Children not collected by 3.30pm will be taken to the after school club with a copy of the parents contact details.	All Staff	SKC 11.01.18	
<b>Swimming Lessons (Public Pool)</b>	Swimming lessons take place at Erdington Swimming Pool and follow the LA Policy and Guidance notes	PE Co-ordinator	SKC 11.01.18	
	Swimming instruction is provided by qualified swimming instructors.	PE Co-ordinator	SKC 11.01.18	
	School staff to supervise children from school to venue and changing processes and back to school.	All Staff	SKC 11.01.18	
<b>Vehicles on Site</b>	Car Parking is separate to the school grounds accessible to the children.	All Staff	SKC 11.01.18	
	Contractors who come onto the premises when loading/unloading equipment and park outside the main entrance. They can only gain access by contacting a member of staff to open the gate for them.	Office Staff	SKC 11.01.18	
	If the vehicle is present during playtime, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground.	All Staff	SKC 11.01.18	
	The school should review the 'Travel Plan'	All Staff	SKC 11.01.18	Updated Summer 2017
<b>Violence to staff/School Security</b>	Staff should always take steps to minimise the possibility of violence in school. Entry into the building is controlled to protect pupils and staff. All visitors arriving on site are directed to the main entrance.	All Staff	SKC 11.01.18	
	Staff are instructed to inform the Headteacher/Deputy Headteacher if anyone arrives in the playground and does not comply with the request to report to the school office.	All Staff	SKC 11.01.18	
	Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.	All Staff	SKC 11.01.18	
<b>Work Experience Pupils</b>	Carry out a Risk Assessment and ensure that all work experience students are made aware of Health and Safety issues and their responsibilities	SMT	SKC 11.01.18	
	Work Experience Pupils are to be supervised at all times.	All Staff	SKC 11.01.18	
	Staff and other supervising adults should use stepladders when working at height e.g. display work. Chairs and tables should not be used for this purpose.	All Staff	SKC 11.01.18	Working at height is anything off the floor. Dynamic Risk Assessments can be made by staff

<b>Working at Height</b>	Stepadders are located in the school office and in the Site Managers cupboard	All Staff	SKC 11.01.18	
	The Site Manager will carry out visual inspections of stepadders and ladders and replace when necessary	Site Manager	SKC 11.01.18	
	The Site Manager is to undergo ladder training.	Site Manager	SKC 11.01.18	Attended by Site Manager