



Health & Safety General Policy

Approved: Spring 2023
For Review: Spring 2024

BRIGG PRIMARY SCHOOL

GENERAL POLICY FOR HEALTH & SAFETY

INTRODUCTION

This is a statement of Organisation and Arrangements for BRIGG PRIMARY SCHOOL. This does not replace the Local Authority's safety policy nor that of the Directorate of Education and Personal Development, but it is in addition to them. It provides basic information for the benefit of teaching and non-teaching staff, pupils, parents, visitors, contractors and all those on school sites. Copies of this document along with other Codes of Practice and information on Health & Safety matters will be found in the school's Safeguarding File and other Safety Manuals.

This statement deals with those aspects where the School Governing Body has oversight and over which the Head has day-to-day control. It covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility and has been produced with reference to the Directorate of Education and Personal Development's Model Policy for Schools. It sets out how the Governors and Head teacher are discharging their responsibilities in respect of pupils, visitors, contractors and all those on site and has been produced after full consultation between the Local Authority (LA) and the trade unions regarding the Model Policy.

The promotion of the Safety, Health and Welfare of staff and pupils is considered to be a mutual objective for the LA, Governors and Staff. It is therefore the school's policy, so far as reasonably practicable, to take the necessary steps to ensure the Safety, Health and Welfare of its staff and pupils and also of the public and visitors.

The aim of this document is to ensure that all reasonably practicable steps are taken to secure the Safety, Health and Welfare of all persons using the premises:

- a) To establish and maintain a safe and healthy environment throughout the school.
- b) To establish and maintain safe working procedures among staff and pupils.
- c) To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- d) To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work, to also ensure that they have access to health and safety training as and when provided.
- e) To maintain a safe and healthy place of work and safe access to and egress from it.

- f) To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- g) To establish effective procedures to be followed in case of accident.
- h) To provide and maintain adequate welfare facilities.
- i) To make special arrangements to ensure the health and safety of any disabled person using the school site.

The Headteacher and Governors have the overall responsibility for the application of the school's health and safety policy. However, staff within the school are responsible for implementing and maintaining compliance with the school safety policy generally and particularly in the areas for which they are responsible.

The practice of self-monitoring has become an important feature of health and safety on school premises. It is the responsibility of all staff to be vigilant on health and safety matters at all times.

RESPONSIBILITIES

Obligation of all Employees

The Health & Safety at Work Act 1974 imposes certain duties:

Under Section 2, employers have a general duty to their employees to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.

Under Section 3, in respect of those who are not employees, to ensure, so far as is reasonably practicable, that persons not in employment are not exposed to risks to their health or safety.

Under Section 4, to take such measures as it is reasonable to take ensure, so far as is reasonably practicable, that the premises, all means of access and exit and all plant and substances are safe and without risk to health.

The Act also imposes duties on employees and other persons.

Section 7 requires employees while at work to take reasonable care to ensure their own safety and the safety of those around them including colleagues, visitors and pupils. This means that their actions should not place themselves, or others, at risk and that they should report immediately any defect in buildings, equipment or procedures to the Headteacher or Custodian.

Section 8 imposes a duty on everyone not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

In order that the law is observed and responsibilities to pupils and other visitors to the school are carried out **all** employees are expected:

- a) To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
- b) To observe standards of dress consistent with safety and/or hygiene;
- c) To exercise good standards of housekeeping and cleanliness;
- d) To know and apply the emergency procedures in respect of first aid.
- e) To use and not wilfully misuse , neglect or interfere with things provided for their own safety and/or the safety of others;
- f) To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive.
- g) To cooperate with other employees in promoting improved safety measures in school.
- h) There is a duty under the Occupiers Liability Act 1957 to take care to ensure that visitors will be reasonably safe in using the premises for the purposes for which they are invited or permitted to be there. It may be expected that children will be less careful than adults, but workers can be expected to guard against special risks ordinarily incidental to their trade or profession.
- i) There is also a duty under the Occupiers' Liability Act 1984 towards those who are not visitors [eg trespassers, those using a right of way] to take such care as is reasonable to ensure that injury is not suffered due to the danger concerned. This duty exists if the danger exists or is suspected; if those who are not visitors might go near it; if the risk is one against which protection might be expected [eg a dangerous tree branch]. The duty is discharged by a warning [eg a sign] or taking steps to discourage risk taking.

THE LOCAL AUTHORITY

Under the Health and Safety at Work Act 1974, the LA have the overall responsibility for Health and Safety within County and Controlled Schools.

THE GOVERNORS

Governing Bodies are obliged to take all measures within their power to ensure that the school premises are safe and not hazardous to health of the staff, pupils, visitors or trespassers. In effect, the governing body and the Headteacher have total control and responsibility for the day-to-day health and safety of those persons using and occupying the school.

Governors have a responsibility for the discipline in the school which can be an important factor in ensuring the safety of all those on site. They also have considerable control over finances. This means that theoretically governing bodies have both responsibility for health and safety and the means of discharging it.

In practice, responsibility can be discharged by ensuring that there is a health and safety policy in place; making termly inspections; reviewing reports from the Headteacher or relevant personnel; listening to advice; following up complaints/information; seeking reports and taking appropriate action; monitoring to ensure work is done/situations dealt with/potential hazards removed.

THE HEADTEACHER

The Headteacher has day to day responsibility for health and safety in the school and in particular should:

- a) Be the focal point for day to day references on safety and give advice or indicate sources of advice.
- b) Co-ordinate the implementation of safety procedures in the school.
- c) Maintain contact with outside agencies able to offer specialist advice.
- d) Report all known hazards immediately to the Authority and/or the Governing Body and stop any practices or the use of any plant, tools, equipment, machinery, etc. he/she considers to be unsafe until satisfied as to their safety.
- e) As appropriate to take decisions about or make recommendations to the Authority for additions or improvement to plant, tools, equipment, machinery, etc. which are dangerous or potentially so.
- f) Make or arrange for investigations of premises, places of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations.
- g) Review from time to time:
 - ◆ The provision of first aid in the school.
 - ◆ The emergency regulationsAnd make recommendations for improving the procedures laid down.
- h) Review regularly the dissemination of safety information concerning the school.
- i) Recommend necessary changes and improvements in welfare facilities.
- j) Inform the Governors from time to time of the safety procedures of the school and provide them with up to date reports and safety issues.
- k) Monitor the school policy on Health and Safety procedures and update them as new information is supplied by North Lincolnshire Council.

TEACHING and SUPPORT STAFF

SPECIAL OBLIGATIONS OF CLASS TEACHERS

The safety of pupils is the responsibility of class teachers. Teachers have traditionally, in law, carried responsibility for the safety of pupils when they are in charge.

If for any reason, e.g., the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head before allowing practical work to take place.

Class teachers are expected:

- a) To exercise effective supervision of pupils and to know the emergency procedures in respect of fire, emergency plans and first aid, and to carry them out.
- b) To know the special safety measures to be adopted in their teaching areas and to ensure that they are applied.
- c) To give clear instructions and warnings as often as necessary.
- d) To follow safe working procedures personally.
- e) To ask for protective clothing, guards, special safe working procedures, etc. where necessary.
- f) To make recommendations to their Headteacher, e.g. on safe equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

GENERAL

- a) No class of primary age children should be left unsupervised for any reason except in an emergency and even then a colleague or the Headteacher should be made aware of the situation and asked to keep an eye on them.
- b) Scissors or sharp craft tools must be stored out of reach of children and when in use adequate supervision must be exercised.
- c) A particularly high level of supervision must be exercised when children are assisting in the movement of equipment.
- d) Computer screens will be sited so as to comply with the Council's Policy.
- e) No child must be allowed out of school during school hours unless there is clear evidence or request from the parent or guardian. The Headteacher must be notified and any letter making such a request should be kept until after the pupil's return.

f) In all but exceptional circumstances, agreed by the Headteacher and the parents, all the children leaving during school hours must be collected by an adult and not sent unaccompanied. The adult must complete the signing out book in the office and must be over 16 years of age.

In the absence of the Headteacher, the deputy Headteacher will discharge the above responsibilities.

In addition to the overall responsibility of the Headteacher, the following have delegated responsibility in the areas shown:

	<u>Area</u>	<u>Any Special Responsibility</u>
All Teachers	Own classroom/area	Day to day
Cook	Kitchen & Servery	Safety
Custodian	Boiler House	
Midday Supervisor	Playground activities at break times.	

All staff have the responsibility to co-operate with the Headteacher to achieve a healthy and safe work place and to take reasonable care of themselves and children.

Whenever a teacher or supervisor notices a health or safety problem which they are not able to put right they must straight away tell the appropriate person, which could be the Custodian, Business Manager or Headteacher.

TEACHING AND NON TEACHING STAFF HOLDING POSTS /POSITIONS OF SPECIAL RESPONSIBILITY

These staff:

- a) Have a general responsibility for the application of the Authority's safety policy to their own department or area of work and are directly responsible to the Head teacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Headteacher, including the relevant parts of this statement, shall be observed.
- b) Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (eg. chemicals, boiling water, duplicating fluid, guillotines),
- c) Shall make every effort to resolve any health and safety problem. Any member of staff may refer to the Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.

- d) Shall carry out a regular inspection of the activities for which they are responsible and, where necessary, submit a report to the Headteacher.
- e) Shall ensure, as far as is practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
- f) Shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Authority.
- g) Shall report to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- h) Shall ensure that all cleaning materials are locked away in special stores when not in use.

SUPERVISION AT PLAYTIMES

The mid-session breaks are legally deemed as part of the teaching day. The procedure and rota of supervision is designated via email which is sent to all staff and is updated as required. Cover for absence is organised by the Deputy Headteacher. Senior Leaders are also allocated midday supervision over the course of the week. This information is shared with all staff including midday supervisors.

No child should be allowed to practise activities in the hall unless personally supervised by an appropriate adult.

During wet weather breaks the children are allowed to the toilet and return to the classroom, under the supervision of Support Staff.

SUPERVISION BEFORE AND AFTER SCHOOL

The school gates are opened at 8.40am. The school day begins with a 'soft start' at 8.45am when children will be allowed into classrooms supervised by teachers. The playgrounds will be monitored by the teaching staff between 8.45am and 8.55am. External doors will be locked at 8.55. After this time, entry to the school will be through the school office.

Children will be expected to display acceptable standards of behaviour in an independent manner.

At the end of the school day teachers will remain in the vicinity of the classroom until the last child in their supervision has left the building.

Members of the SLT will be on duty until 4.00pm to deal with any emergency. In the event of after-school clubs, the club organiser will ensure there is appropriate and adequate cover until the last child has gone.

Parents are asked to make sure that children do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff they will be confiscated and the parents asked to come to school to collect them.

The pupils are expected:

- a) To exercise personal responsibility for the safety of self and class mates.
- b) To observe standards of dress consistent with the safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- c) To observe all the safety rules of the school and in particular the instructions of teaching staff given in emergency.
- d) To use and not wilfully misuse, neglect or interfere with things provided for their safety.

PERSONS WITH DISABILITIES

Where it is identified that a pupil/adult has a special need, it is a duty that these requirements are met by teacher training, specialist equipment and means of access. If deemed necessary then a Health Care Plan will be completed by staff with direct input from Parents / carers and any appropriate Health professionals.

VISITORS

Regular visitors and other users of the premises, (eg. delivery personnel from specific companies), should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the induction program and the teacher to whom they are assigned.

REPORTING DEFECTS

Any teacher or adult, or child, discovering a defect in the building should report the matter to the designated person. The designated person should take immediate steps to render the area safe or out of bounds and should contact the custodian. He/she should inform the Head teacher of his/her action. He/she should note the date of contact with the custodian in the Defects Book, which should be shared with the Headteacher.

DEFECTS IN EQUIPMENT

Any defective equipment should be taken out of use immediately and the designated person informed. The designated person should inform the Headteacher about the repair or replacement of the item.

Repaired equipment should be checked by the designated person, before being brought back into service.

ELECTRICAL SAFETY

The Local Authority policy dealing with electricity at work has been implemented within these parameters.

The Regulations governing the renewal of the School's Public Entertainment Licence ensures an annual check by the Environmental Health and Fire Brigade of electrical safety of earth leakage circuit breakers, emergency exit signs, fire alarms, etc. to meet current legislation.

Residue Current Devices should be tested and the results recorded. PAT testing is carried out annually.

FIRST AID

Accidents are now recorded online. In addition staff may be asked to file a report for the Business Manager.

The First Aid Certificates of all qualified First Aiders are retained in the First Aid Room and one of these people should be the first point of contact

Report of Minor Injury (Bruising, Bangs, Grazes etc).

Records are kept using the carbon copy accident books. These are located in every classroom and also down the KS1 and KS2 corridors. The Deputy Head collates this information when the books are completed in order to track any recurrent accidents either with individual children or a particular area / activity in school. This information is shared with both staff and Governors termly.

Report of an injury or Dangerous Occurrence.

For Staff only - eg. broken bones, hospital 24 hours, absence over 3 days. A Report Form (RIDDOR) must be requested from the Health and Safety Executive, filled in and returned. (3 copies, one in school, one sent to Health and Safety Executive and one to Health and Safety Officers).

IN CASE OF ACCIDENT

- a) If of a minor nature, deal as a first aid case and follow the procedures in section above.
- b) In serious or doubtful cases involving pupils, call a first aider who will contact a GP or the emergency services who will give advice or make a visit. Parent/emergency contact should be made. A child must be accompanied to hospital by a parent or member of staff. If the latter, parents must be informed as soon as possible. An accident report form must be completed as soon as possible.
- c) All accidents to members of staff must be reported and an accident report is submitted to the council via Topdesk in line with the procedures in section above.

Do not hesitate to call an ambulance if in doubt about seriousness of injury to children or adults.

Fire

Refer to the School Fire Policy Document

GENERAL INFORMATION

Electrical Equipment

An approved contractor will be appointed for routine inspections of plugs and cables for loose connections and faults. The Department to contact in case of emergency is Maintenance Services.

COSHH - Control of Substances Hazardous Health Regulations 1988

Under the COSHH Regulations (1988) all staff have to prevent or control exposure of employees or pupils and visitors to the premises to substances hazardous to health.

These regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, detergents, bleaches, fumes, micro-organisms, paints, dyes, spirit based correction fluid and solvents as well as substances used in science experiments.

The master set of COSHH assessment records will be kept in the Caretaker's Office.

No new substances may be brought into school without carrying out a full COSHH assessment. This is a legal requirement.

Off Site Arrangements

No teacher/member of staff must take children off school premises without completing relevant sections on the EVOLVE system and if needed, specific insurance cover as governed by current Council requirements. See LA Guidance.

Sports Activities

To be undertaken in accordance with current guidelines.

Maintenance of Physical Education Equipment

To be undertaken in accordance with Council Education Guidelines.

Supervision of Physical Activities

To be undertaken in accordance with Council Education Guidelines.

Repair, Maintenance and Upkeep of Buildings

The Service Director, Asset Management and Culture is responsible for ordering building and other similar work in premises used by the Council, as laid down in Section 4 of the local management of school buildings. The Headteacher may also in delegated school order such work.

Contractors, working on Council premises must comply with any appropriate legislation and any Council rules governing the particular premises. To this end contractors will agree with the Headteacher what working arrangements will be applied before starting work.

Where possible, prior to the contractor's staff starting on site, designated routes for the movement of vehicles should be planned to reduce the risks to other persons.

They will also be required to report to the person in charge of the premises all accidents and injuries which occur on the premises whether such accidents involve injury to their own staff or to other persons on the premises.

When working on the school roof a harness attached to the Man Safe clip must be used.

Notification of Dangers when Work Is In Progress

The following procedures should be followed:

- a) In the event of danger, the operator in charge of the building should take any steps deemed necessary to exclude persons from the danger until such times it is rectified.
- b) The contractor should be told what the person in charge has identified as dangerous and what has to be done to ensure that persons are not endangered.
- c) Where work had been ordered by the Service Director, Asset Management and Culture, the matter should be reported to the Clerk of Works/Principal Building Surveyor.
- d) In cases of less urgent nature, the person in charge of the building should discuss the problem with the contractor's representative on site and if possible agrees a solution.
- e) The Clerk of Works/Principal Building Surveyor should always be consulted or notified on the danger and what is being done by the contractor to avoid it.

Use of Council Equipment by Contractors

Employees who are in charge of such equipment must not lend it to contractors. The contractor is expected to supply any/all equipment needed to complete the work safely that they have undertaken to do.

Lunchtime Duties - Supervisors

Within the terms laid down by the Council, specific duties to include:

- a) Responsibility for all children on school premises between 11.45am and 1pm including children returning from home.
- b) Deal with all misbehaviour during the dinner period. Place written details in the log where appropriate.
- c) Provide emergency first aid cover throughout the duty period.
- d) Perform all clerical duties related to the post, e.g. time sheets, accident reports, etc.
- e) Secure cover in the absence of a Supervisory Assistant. (Supervisor should notify Business manager / Head teacher and /or Deputy Head of intended absence).
- f) Liaise with the class teacher as necessary after the dinner time period.

The Senior Supervisor will:

- a) Check weather conditions and decide if indoor activities are appropriate.
- b) Determine availability of hall and other classrooms.
- c) Delegate specific supervisors and activities to these areas.
- d) Report to the School Business Manager, Headteacher or Deputy Headteacher at the end of lunchtime.

Dining Hall - Supervisors

- a) Children should be assembled in an orderly manner, toileted and a cleanliness inspection made prior to moving to the dining hall, or agreed eating areas.
Supervise various groups and settle children on arrival into the dining hall.
- b) Organise children in serving and clearing of meals, maintaining reasonable levels of noise, good order and table manners.
- c) Deal with any accident and ensure that hazards from spillage, breakage, sickness etc. are kept to the minimum and dealt with immediately.
- d) Organise in a disciplined manner, the children leaving the dining hall for outdoor play. Provision must be made for children returning to school.
- e) Organise the supervision of children remaining in the dining hall finishing meals etc.

Play

- a) Ensure the safety of the children at all times. Supervisory Assistants must patrol the whole of their designated area and **not** remain in one place.
- b) Make provision for children returning early.
- c) Organise outdoor or indoor activities to prevent boredom which leads to misbehaviour.
- d) Note new children and help them settle in.
- e) Report breakages and hazards to School Business Manager.
- f) Control the supervision of toilets.

Community Use

Under the 1986 Education Reform Act the Head teacher and Governors recognise that community use of premises will be required, e.g. Adult Education/Youth Service and Community Groups. Such groups' attention will be drawn to the detail of this policy with which they will be required to comply, so far as it affects their operation. Safety provisions over and above those contained in this safety policy may be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures which compliment those within existence within the school.

Infectious Diseases

The school will take all reasonably practicable precautions in accordance with the requirements of the Health and Safety at Work Act 1974 to protect all persons on the premises. Advice provided by the LA will be followed.

Pupils and Staff should be familiar with these arrangements.

Copies of the relevant documentation are available to all members of staff.

Conclusion

The whole staff is committed to making these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and without risks to health and that the working life of everyone is accident free.

If an Improvement or Prohibition Notice is served by an enforcement officer (e.g. Health and Safety Executive), the head should immediately advise the Service Director - Children and Young People, also the Council's Health and Safety Section. If a Prohibition Notice is issued with immediate effect the activities specified should cease forthwith.

Future Health and Safety Policy

This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all items necessary to achieve safe working conditions and due

consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will, help the achievement of a safe and healthy place to work.

THIS IS A GENERAL POLICY AND SPECIFIC AREAS [eg ASTHMA and MEDICINES] ARE COVERED BY ADDITIONAL POLICIES

NB - COVID-19 - PLEASE SEE THE DETAILED SCHOOL RISK ASSESSMENT FOR HEALTH AND SAFETY MANAGEMENT SHOULD PUBLIC HEALTH DECLARE ANOTHER OUTBREAK.