

**St. Bartholomew's C of E Primary School
Sydenham**



Health, Safety & Welfare Policy

Agreed by the Governing Board on: 22nd March 2018

Signed by: ROS SUTTON, Chair of Governors

Scheduled Review Date: March 2020

This version supersedes all previous versions of this policy.

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Appendix A: Areas of Responsibility

The health, safety and welfare of all the people who work or learn at St Bartholomew's CE Primary School are of fundamental importance. Every member of our community has the right to work in a safe and secure site. We also aim to teach all children to be safe, to understand the value of a healthy life style and be prepared for life in a rapidly changing society.

STATEMENT OF INTENT:

The Governors of St Bartholomew's CE Primary School recognise and accept their responsibility in providing a safe and healthy environment for the staff employed in the school; the children attending the school and all other users of the school.

All reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974, Regulations, Approved Codes of Practice, Guidance, etc made under this legislation as well as the Instructions, Guidance and Codes of Practice issued by the Local Authority.

To this end, the Governors have designated the Headteacher as having strategic oversight of the School's Health and Safety Organisation and Arrangements on its behalf whilst each member is expected to reinforce the Governing Body's message on Health and Safety. The Governing Body, nonetheless, recognises it has a corporate responsibility towards the School, its staff, pupils and for others coming on to the premises.

Each and every member of staff is required to recognise that there is a personal and collective responsibility under the Act and under this Health and Safety Policy statement.

The Organisation and Arrangements through which Governors of the School aim to fulfil the requirements are set out in the following pages.

This policy should be read in conjunction with the school's Safeguarding and Child Protection Policy.

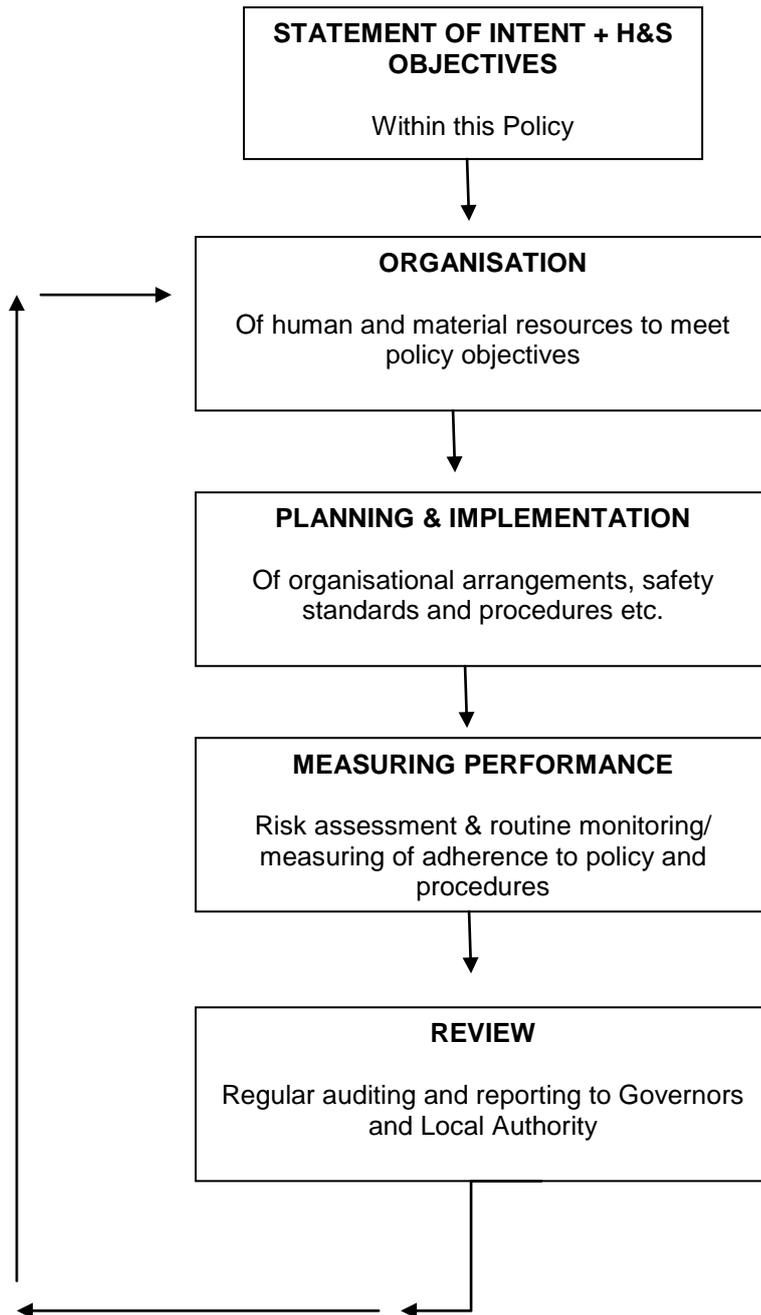
Signed: ROS SUTTON (Chair of Governors)

Date: 27 Sept 2018

OBJECTIVES OF THIS HEALTH & SAFETY POLICY

- To promote high standards of safety, health and welfare in compliance with the Health & Safety at Work Act 1974, and other statutory instruments and approved codes of practice.
- Ensure that places and methods of work are safe and healthy through the arrangements set out in this document and other procedures that are adopted from time to time as appropriate to changing circumstances.
- Protect personnel, whether they are employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards.
- Ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable.
- Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- Ensure that all personnel have awareness with regard to all aspects of safety.
- Ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety.
- Ensure that full and effective consultation on all matters is encouraged.

HEALTH & SAFETY MANAGEMENT SYSTEM



ORGANISATION OF HEALTH & SAFETY

Responsible Persons

Head Teacher	Sara Sanbrook-Davies
Health and Safety Coordinator	Gillian Leach (School Business Manager)
Governing Body Representatives	Ros Sutton (Chair of Governors)
	Elaine Smith (Link Governor for H&S)

Health & Safety Committee

The Committee will comprise the following:

Headteacher	Sara Sanbrook-Davies
School Business Manager	Gillian Leach
Premises Officer	Oladipo Akinfe
Union/Staff Representative	To be advised
Designated Governor	Elaine Smith

Health & Safety is a standing item for the Governor's Resources Committee meetings and for staff meetings (annually or as required).

Review Audit and Inspection Schedule

This Health & Safety Policy will be reviewed every two years.

Audits and Inspections will take place as follows:

Autumn Term	Site walks by SBM and PO – recorded and reported to Headteacher. Buildings condition survey by Diocesan appointed surveyors to identify/update forward maintenance schedule.
Spring Term	Site walks by SBM and PO – recorded and reported to Headteacher. Self-evaluation audit by SBM, PO and appointed Governor - reported to Local Authority.
Summer Term	Site walks by SBM and PO – recorded and reported to Headteacher. Statutory Compliance Review completed by Local Authority and reported to Headteacher

Written Reports will be submitted after all Inspections and made available to all members of staff insofar as they affect their health, safety and welfare and as required under the Health and Safety (Consultation with Employees) Regulations 1996.

ROLES AND RESPONSIBILITIES

Governors

The Governing Board is responsible as the employer for:

1. Recognising and accepting its responsibilities for the health and safety and welfare of its staff, pupils and visitors to its premises;
2. Ensuring the establishment of a suitable organisation and culture for managing health and safety;
3. Establishing effective arrangements for satisfying its policy and
4. Ensuring the effective monitoring of the safety policy is carried out and updated or amended accordingly.

The Head Teacher

The Headteacher is responsible to the Governors of the School for the planning and implementation of the Health & Safety Policy and associated procedures within the school, and in particular shall ensure that:

1. An effective safety policy is planned produced and implemented that incorporates appropriate means of organising suitable and sufficient arrangements.
2. The staff are familiar with the policy and satisfy their delegated responsibilities and duties.
3. Safe, secure and healthy systems of work are established and maintained within their sphere of control.
4. Suitable and sufficient assessments of the risks to health and safety of all staff, volunteers, pupils and others who may be affected are carried out and appropriate preventative and protective measures implemented.
5. Suitable and sufficient training programmes are introduced and maintained for all staff in the school.
6. Relevant health and safety standards are incorporated into the design, installation and operation of any new systems, buildings, plant and equipment.
7. All contracts arranged take full account of issues affecting the health, safety and welfare of staff, pupils, and users of the school as well as contractor's personnel.
8. Regular safety inspections in the school are carried out and the procedures for reporting followed.
9. Accident and incident investigation and reporting procedures are agreed and implemented.
10. The school's Governing Board is provided with regular and routine health and safety reports.

The School Business Manager

The SBM is responsible to the Headteacher for:

1. Providing advice and guidance on health and safety issues.
2. Making representation to external organisations.
3. Investigating and reporting on serious accidents and incidents.
4. Assisting in the production of suitable and sufficient risk assessments.
5. (Together with the Premises Officer) Carrying out inspections of school activities and premises on a routine basis.
6. Assisting in the development of appropriate arrangements.

7. Assisting in the provision of training and information for staff.

The Premises Officer

The PO is responsible to the SBM for:

1. Providing advice and guidance on health and safety issues.
2. Assisting in the production of suitable and sufficient risk assessments.
3. Carrying out inspections of school premises on a routine basis.
4. (Together with the SBM) Carrying out inspections of school activities on a routine basis.
5. Assisting in the development of appropriate arrangements.
6. Assisting in the provision of training and information for staff.

The Health and Safety Committee

The Committee will meet at least once a term. Additional meetings may be held by agreement between the Headteacher and Staff representatives, where warranted.

The aim of the Committee will be the promotion of co-operation between Governors, management and all employees at the School in achieving and maintaining a safe and healthy workplace for all users of the premises. Within that aim, the following specific matters will be discussed:

1. Reports of any accidents which have occurred since the previous meeting and remedial action taken to prevent a recurrence.
2. Reports of any fire drills that have taken place.
3. Relevant matters arising from Inspection Reports.
4. Progress on remedying any specific hazards which may have been identified.
5. Information on new legislation that has implications for the School.
6. Implementation within the School of safety advice issued by the Local Authority.
7. Recommendations to review contents of the School's Health and Safety Policy annually.
8. Management's monitoring of its implementation

School Employees

All employees are required to ensure that they:

1. Carry out their duties in accordance with this Health & Safety Policy.
2. Take reasonable care of themselves and others whilst at work.
3. Follow any information, instruction and/or training provided.
4. Co-operate with management on matters of a health and safety nature.
5. Do not misuse anything provided for their/others' safety.
6. Use plant, equipment and substances correctly and use the appropriate safety and/or personal protection equipment.
7. Inform their line manager of any defective equipment, safety hazard or damage in their area.
8. Report all accidents, whether serious or not, to their line manager.
9. Take reasonable precautions to ensure the safety of all persons within their charge.

A. RISK ASSESSMENTS

The Headteacher is responsible for ensuring that the appropriate members of staff carry out risk assessments as shown in the Areas of Responsibility section of this policy.

1. With the exception of risk assessments for off-site visits, The Headteacher will review them annually unless there is occasion to review earlier. Risk assessments will always be reviewed following any major accident/incident, change of personnel, building alterations, or other incidents that could point to the fact that procedures are not working as intended.
2. Risk assessments for off-site visits or school journeys will be reviewed and approved by the Educational Visits Coordinator at least 2 weeks prior to any off-site visit/school journey taking place.
3. St Bartholomew's does not take any child off the school site without the prior permission of the parent.
4. It is the responsibility of the class teacher to ensure that all in-class curriculum activities are safe.
5. Regular planning is undertaken to ensure that any H&S issues which may arise from a lesson are identified in advance.
6. If a teacher has concerns about pupil safety, they will draw them to the attention of the Headteacher before the activity takes place to receive advice and guidance.
7. For staff or children with particular physical/medical needs or with plaster casts/crutches, a personal risk assessment is undertaken to ensure their safety whilst in school. In general, children with plaster casts will not do PE, or any activity involving water, unless there is written permission from the parent.
8. Risk assessments are stored online and accessible to all staff at all times. Additionally, risk assessments for off-site visits are held in hard copy in the main office for quick reference before/during/after the related visit.

B. ACCIDENT RECORDING AND REPORTING

1. All accidents to staff/pupils/visitors are recorded either in the First Aid book (pupils) or on an incident form (staff/visitors). Reporting to parents is done according to the school's First Aid Policy.
2. Any accident/incident involving serious or intentional injury is reported to the Local Authority via an online system (formerly CS2 system). In addition, any accident/incident requiring medical intervention from paramedics/doctor/dentist is reported to the HSE via the RIDDOR system.

3. The SBM monitors and ensures there are sufficient, qualified First Aiders in school and accompanying any off-site visit and that there are sufficient and accessible first aid supplies in school.
4. If an accident/incident requires paramedic support via an ambulance, this will be arranged by the School Business Manager and the Headteacher will be immediately alerted. The Headteacher will ensure that the casualty's next of kin are alerted as soon as possible.
5. The cleaning up process after any accident/incident will be carried out in accordance with the school's Waste Management Policy.

C. INFECTIONS/COMMUNICABLE DISEASES

1. Any suspected infections/communicable diseases should be reported to the main school office and, if the patient is a child, the parent/carer will be called to collect them as soon as possible and will be asked to seek urgent medical attention
2. If the disease is confirmed as infectious/communicable, it will be reported to the relevant authority in accordance with the procedures laid down by the Local Authority. It will also be reported to affected parties within the school community e.g. via the school newsletter.

D. PROCEDURES/DRILLS

1. All staff, pupils, contractors and visitors are required to comply with any emergency procedures or drills undertaken during school hours.
2. A record of all alarms is kept by the Premises Officer.

E. DEFECT AND HAZARD REPORTING

1. It is the responsibility of all persons using the school to report immediately, any situation which has the potential for harm so that action can be taken to rectify the problem as soon as possible.
2. An incident book is located in the main school office for the recording this.
3. If there is immediate danger – not just the potential for harm – those persons reporting the situation have a duty to take what steps they can to reduce the risk whilst additional help is sought.

F. SMOKING

1. Smoking is not allowed in any part of the school buildings or ground at any time.
2. Smoking is also not allowed within sight of any school gate.

G. ELECTRICAL/GAS/WATER SAFETY

1. The school complies with the Electricity at Work Regulations 1989 and the Premises Officer is responsible for the arrangement of all required inspections, testing and certification of mains installations and portable appliances in accordance with those regulations and will maintain records of all inspections, testing and certification.
2. Annual maintenance and servicing of all gas installations will be arranged by the Premises Officer who will keep a record of such servicing.
3. In the event of an incident involving gas, the relevant emergency procedures will be implemented.
4. The Premises Officer is responsible for ensuring the school follows all statutory and recommended guidelines for the prevention and control of Legionella and other harmful bacteria that may be found in the water system.

H. HEALTH & SAFETY EDUCATION

1. St Bartholomew's teaches children:
 - a. About health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy safe lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the geography curriculum in Key Stage 1 we teach children about the danger of fire and how to avoid accidents. Through the science curriculum we teach children about hazardous materials and how to handle equipment safely.
 - b. Respect for their bodies and how to look after themselves. We discuss relevant issues with the children in PSHCE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We show them how to move and play safely in PE lessons.
 - c. Care for the environment and our responsibilities with regard to waste and re-cycling.
 - d. Sex and relationships education in accordance with our Sex and Relationships Education Policy.
 - e. About spiritual growth through the RE curriculum; via special events such as Lent and Harvest and through daily acts of collective worship.
2. Each class has opportunities to discuss problems or issues of concern with their teacher. Each class also elects representatives to the School Council who meet regularly to discuss any whole-school issues including any related to the health, safety or welfare of the children in a formal but facilitated way.
3. Circle time is used to help discuss and overcome any fears and worries they may have and all such fears and worries are handled with sensitivity.

4. Members of our Inclusion Team are always available to listen to the children's concerns.

I. NUTRITION IN SCHOOL

1. St Bartholomew's provides the opportunity for children to have a freshly cooked, hot meal at lunchtimes. These are currently free for pupils from EYFS to Y2 and if parents of children in Y3 to Y6 are in receipt of specified benefits, they may also claim free school meals for their children.
2. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. The Headteacher and Senior Meals Supervisor meet with Chartwells, the meals provider, once a term and suggestions for improvement/ preferences made.
3. If children choose to bring their own packed lunch we support the parents and give ideas about what makes a healthy lunch. We provide the children with a suitable place to eat their lunch and we supervise them during this time.
4. We do not allow nut or nut-containing products in school due to potential allergies.
5. St Bartholomew's promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school. Fruit is encouraged as a mid-morning snack and children, aged up to seven, receive a free portion of fruit or vegetable daily.

J. SCHOOL UNIFORM

1. It is St Bartholomew's school policy that all children wear our school uniform when attending school, or when participating in a school-organised event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly. We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs.
2. Information on school uniform is available via the school website and is given to new families on joining the school.
3. We ask parents to provide their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents. If a family is in financial difficulties we will do all it can to support them - it is not St Bartholomew's school policy to exclude children from the school if, for whatever reason, they do not have the proper school uniform.
4. We facilitate second-hand uniform sales so that affordable clothing is available if required.

AREAS OF RESPONSIBILITY

	Managed by:	See also:
1. Accident Reporting and Recording	School Business Manager	See item B below
2. First Aid <ul style="list-style-type: none"> a. Accidents involving bodily fluids b. Infectious/communicable diseases c. Administration of medicines to pupils d. Asthma prevention and treatment e. Allergy prevention and anaphylaxis 	<ul style="list-style-type: none"> a. First aiders/premises staff b. First aiders/office staff c. Designated first aider d. First aiders e. First aiders 	<ul style="list-style-type: none"> • First Aid Policy • Supporting Pupils with Medical Conditions Policy • Intimate Care Policy • Drugs Policy • Waste Management Policy
3. Emergencies <ul style="list-style-type: none"> a. Procedures and drills b. Evacuation notices and signs 	<ul style="list-style-type: none"> a. School Business Manager b. Premises Officer 	<ul style="list-style-type: none"> • Security Policy • Emergency Planning Policy • Lockdown Policy • Fire Safety Information • Procedure in Response to Activation of Toilet Emergency Alarm • Business Continuity Plan
4. Safety of the environment <ul style="list-style-type: none"> a. Safe thoroughfares b. Supervision of external areas c. General housekeeping d. Cleaning e. Firefighting equipment f. Office equipment g. Electrical safety h. Gas safety i. Water quality j. Grounds maintenance including trees k. Waste disposal 	<ul style="list-style-type: none"> a. Premises Officer b. Headteacher c. Headteacher d. Premises Officer e. Premises Officer f. School Business Manager g. Premises Officer h. Premises Officer i. Premises Officer j. Premises Officer k. Premises Officer 	<ul style="list-style-type: none"> • Waste Management Policy • Fire Safety Information • In-school Events Policy • Electrical System & Equipment Policy • Asbestos Report (including Register/Sample reports/ risk assessments)

<p>5. Personal Health & Safety</p> <ul style="list-style-type: none"> a. Safeguarding b. Smoking c. Violence to staff/pupils d. Travel and road safety e. Manual handling f. Working at height g. Stress 	<ul style="list-style-type: none"> a. Designated SG Lead b. Headteacher c. Headteacher d. Educational Visits Coordinator e. Premises Officer f. Premises Officer g. Headteacher 	<ul style="list-style-type: none"> • Safeguarding & Child Protection Policy • Stress Management Policy • Anti-bullying Policy • Behaviour & Discipline Policy • Positive Handling Policy • Educational Visits Policy • Leave of Absence Policy • Observation Protocol Policy • Staff Code of Conduct
<p>6. School security</p> <ul style="list-style-type: none"> a. Site security and alarm systems b. Intruders c. Lone working 	<ul style="list-style-type: none"> a. Premises Officer b. Premises Officer c. School Business Manager 	<ul style="list-style-type: none"> • Security Policy • Lone Working Policy
<p>7. H&S Information</p> <ul style="list-style-type: none"> a. Reporting defects and hazards b. Control of Substances Hazardous to Health (COSHH) c. Asbestos 	<ul style="list-style-type: none"> a. School Business Manager b. Premises Officer c. Premises Officer 	<p>See item E below</p>
<p>8. Other school users</p> <ul style="list-style-type: none"> a. Work experience and student placements b. Contractors on site c. School lettings 	<ul style="list-style-type: none"> a. Deputy Headteacher (T&L) b. Premises Officer c. School Business Manager 	<ul style="list-style-type: none"> • Parental and Volunteer Involvement Policy • Working on Site External Visitors Policy • Lettings Policy