

Brighter Futures Academy Trust

Health and Safety Policy



Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
L. Johnson	July 2013	July 2014
L. Johnson	May 2014	July 2015
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L. Johnson	August 2016	September 2017
J. Burton	August 2017	September 2018
R .Denham	August 2018	September 2019
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STATEMENT OF GENERAL POLICY

This policy is in addition to the Calderdale Children and Young People's Services Health and Safety Policy and Procedure and Health and Safety Guidance for Educational Establishments in order to benefit staff, pupils, visitors and other users of the premises. All policies can be located in each school/academy's school office or website.

The policy deals with those aspects over which the Head Teacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which the trustees/governors of the academy trust also have responsibility. It describes how the Head Teacher discharges responsibilities in respect of staff, pupils and visitors.

PURPOSE

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

GUIDELINES

Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The **Trustees** will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the strategic resources committee, reporting back through the chair of the committee to the full board of trustees.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
 - a) Provide plant, equipment and systems of work, which are safe, and without risk.
 - b) Make arrangements for handling, storage and transportation of articles and substances.
 - c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
 - d) Promote the development and maintenance of sound safety, health and welfare practices.

- e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
- f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
- g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
- h) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

The Head Teacher, along with the, Chief Operations Manager and Site Manager will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to the governors and trustees on pertinent issues through the strategic resources committee.
- Report accidents and incidents of violence to the strategic resources committee on a termly basis.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the strategic resources committee.
- Ensure relevant staff have access to appropriate training.
- Report any defects and hazards that are brought to their notice.

All staff will:

- Ensure that they have read the health and safety policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations which may present a serious or imminent danger to the Head Teacher or Chief Operations Manager.
- Report any defects and hazards to their school/academy Site Manager through the hazard proforma located on the health and safety board in the staffroom.
- Report any concerns of abuse to pupils to the designated safeguarding leads.
- Complete an 'Accident / Incident / Violence Investigation' form, available from the school office, in the event of a significant accident or incident of violence.
- Be aware of any children who need medication or have allergies to ensure the health and safety of all pupils.
- Complete the inclusion proforma in the staffroom to inform all staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarise themselves with this.

The Site Manager will:

- Ensure that they are familiar with the trust's health and safety Policy.
- Conduct a termly health and safety survey with the BoM and trustee/governor with responsibility for health and safety.
- Ensure that all cleaning staff are aware of any implications of the health and safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the BoM any defects and hazards that are brought to their notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Maintain correct documentation in the compliance register and ensure that all plant, mechanical and electrical equipment is maintained in a timely manner in line with the annual maintenance schedule.
- Inform the BoM whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

The Chief Operations Manager will:

- Report to the Head Teacher, trustees and governors any significant defects and hazards that are brought to their notice via the weekly Site Manager report.
- Report to the Head Teacher on any financial implications for health and safety issues.
- Ensure persons booking the school for a letting will be sent a copy of the health and safety policy.
- Ensure that the school administrators send out data/medical alerts to parents in September and that they compile a school list to be held by all staff and displayed in the staff room on the health and safety notice board and in the school kitchen.

School/Academy Senior Leadership Teams will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to health and safety in their particular curriculum areas.
- Organise first aid cover throughout the school day ensuring that sufficient staff are trained and qualified.

The Lunchtime Supervisors will:

- Report any health and safety concerns at lunchtime to their line manager (learning mentor)/Head Teacher
- Ensure 'Accident / Incident / Violence Investigation' forms are completed for any serious incidents which happen at lunchtimes.
- Ensure that each playground has a walkie talkie to report any incidents and to call for support.

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene as decided by the board of directors.
- Follow the safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- Support the school in any health and safety matters reported to them on newsletters.
- Ensure pupils observe the standards of dress considered appropriate for pupils by the local governing body.

ARRANGEMENTS

Accidents and Incident Reporting (see separate detailed policy – First Aid)

- a) Any pupil complaining of illness or who has been injured is sent to a qualified first aiders to inspect and, where appropriate, treat.
- b) All incidents, ailments and treatment are reported in the accident book/ online system.
- c) More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms obtainable from the school office.
- d) Parents must be contacted if there are any doubts over the health or welfare of a pupil.
- e) If, for whatever reason, a member of staff thinks a child should be sent home, only the Head Teacher/deputy Head Teacher needs to give permission.
- f) In the event of a serious incident, parents are notified and an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases 2 members of staff should go and the driver must ensure they have business use cover from their insurance company.
- g) If staff are concerned about the welfare of a pupil, they should contact a qualified first aider immediately. If an injury has been sustained the pupil should not be moved.
- h) The Head Teacher should complete the accident book/online report for employees if they sustain an injury at work. The book can be obtained from the school office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines (see separate detailed policy)

Medication can be administered in school provided it is prescribed by a doctor.

- a) A care plan must be written with the parent and either the Head Teacher/deputy Head Teacher. A copy must be given to the parent and a copy kept with the medication. The plan needs to include dosage, times of administering the medication, by whom and how to store the medication and signed by the parent and Head Teacher.
- b) Most medicines are stored in the first aid cupboard in the staff room (Siddal/Luddendenfoot)/medical room (Field Lane)
- c) Medication for asthma must stored in the classrooms and administered by the children themselves unless an adult is needed in which case a care plan will be written.

Adventure Trail/Football Court

- a) One member of staff or lunchtime supervisor closely supervises the use of the adventure trail /football court/field at playtimes and lunchtimes.
- b) Pupils should not use the adventure trail until a member of staff or a lunchtime supervisor is in attendance.
- c) Staff should regularly remind pupils of safe use.
- d) A visual inspection of the trail will be conducted at the start of each day by the school Site Manager and recorded.
- e) The equipment will be serviced annually as well as when a fault is detected.

Asbestos

- a) An asbestos PAMP is held by the Site Manager in the school compliance file.
- b) The Site Manager must make it available to any contractors working on site.

Communication of Information to Users of the Premises

Any persons booking accommodation at the school will receive a copy of this health and safety policy from the school office.

Control of Hazardous Substances

The Site Manager must complete and maintain a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances.

Cooking

- a) Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- b) Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.
- c) A risk assessment should be completed before any cooking activities take place.

Educational Visits

- a) The education visits are recorded on evolve and risk assessments completed. Each educational visit coordinator is responsible for recording the visit.

Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually. No electrical equipment can be brought into school from home unless it is undergoes an electrical test prior to use.

Evacuation of the Building

- a) Fire exits are clearly labelled.
- b) Plans showing exit routes are displayed by the door of each classroom.
- c) Fire bells and fire doors are tested weekly by the Site Manager.
- d) A fire drill is practised once a term and reported by the Head Teacher to the board of trustees.
- e) Fire appliances are checked annually.

First Aid Provision

- a) The Head Teacher is responsible for ensuring that there is an adequate number of qualified first aiders. Their names are displayed on the health and safety notice board in the staff room.
- b) First aid is administered in a allocated area in each school/academy.
- c) Portable first aid kits are taken on educational visits and are available from the school administrator
- d) A qualified first aider will go on all educational visits
- e) A named first aider will ensure the maintenance of the contents of the first aid boxes and other supplies.
- f) All staff will be trained in any aspects of first aid deemed necessary e.g. asthma, epilepsy, the use of an epi-pen.

Head Injuries

- a) Parents are informed of a head injury by letter and text. The letter and text outlines the injury and the letter also explains symptoms to look out for.
- b) Class teachers must also be informed of the bumped head incident.
- c) First aiders must contact parents by phone if they have concerns about the injury.

HIV Risk

- a) No person will treat a pupil who is bleeding, without protective gloves.
- b) Protective gloves are stored in the first aid kits.
- c) Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.

Hot Drinks

All hot drinks should be in secure insulated mugs with lids on if they are to be taken out of the staff room. Staff should ensure that they only transport hot drinks around school when it is quiet

in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom, they should ensure that a pupil cannot reach it and that it is in a safe position.

Manual Handling

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

Movement around School

- a) Pupils should walk around school in single file and stand in single file when waiting.
- b) No pupils should remain unsupervised in school at any time.

On Site Vehicle Movements

- a) Siddal - The school drive is closed via an automatic barrier between the hours of 8.30am and 3.30pm to safeguard school users and prevent unauthorised vehicles accessing the school grounds. Authorised visitors and those requiring accessible parking will be allowed controlled access during those hours. The drive and car park are monitored through CCTV.
 - b) At Field Lane Primary School, the children and parents access the school grounds via 3 alternative entrances which avoid using the car park and main entrance to the school building.
 - c) At Luddendenfoot Academy, the school drive and pedestrian gate is closed at all times, with the exception of the pedestrian gate open from 8.40am to 9.00am and 3.00pm until 3.45pm. Vehicles can only access the site with authorisation from the school office. Luddendenfoot vehicular access to the school is controlled by an automated gate. No vehicles must drive onto the premises between 8.40am – 9.00am; playtimes and lunchtimes. All deliveries must be turned away at these times.
- b) Children and parents are regularly reminded to walk up on the paths to the school entrance and to keep off the road/car park.

PE Equipment

a) Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

b) Gymnastic equipment is visually checked by teachers before each lesson begins.

PE Safe Practice

Guidance on safe practice in P.E. is detailed in the school's 'Guidelines for Safe Practice in PE'.

Playground

- a) The playgrounds are zoned for different activities.
- b) Staff must actively encourage pupils to play safely and discourage fighting or other rough games.
- c) Staff supervise the playgrounds during morning playtimes and afternoon playtime in KS1.

- d) Lunchtime supervisors oversee the provision at during the lunch period.
- e) Before the start of the school day, a visual inspection of all playgrounds is conducted by the Site Manager and any problems are reported to the Head Teacher.

Pregnant Workers and Nursing Mothers

The Head Teacher or Chief Operations Manager will carry out a risk assessment in accordance with LA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

Safe Stacking and Storage

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

Security

Details of school security can be found in our security policy.

Site Inspections

- a) The Site Manager inspects the site as part of his daily routine.
- b) Urgent matters are referred to the Chief Operations Manager and actioned ASAP.
- c) The Chief Operations Manager and trustee with responsibility for health and safety and school specific Site Manager inspect the site on a termly basis and report back to the strategic resources committee.
- d) The Chief Operations Manager ensures that premises risk assessments are reviewed and displayed on an annual basis or activity specific risk assessments are in place before the activity is underway.
- e) All significant matters are reported to the strategic resources committee.

Slips, Trips and Falls

- a) It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the site manager through the hazard form located on the health and safety notice board in the staff room.

Swimming

- a) Siddal use Halifax Pool, Field Lane use Brighthouse Pool and Luddendenfoot use Sowerby Bridge Pool for swimming lessons and follow the LAs policy guidance notes.
- b) Swimming instruction is provided by qualified swimming instructors.
- c) A risk assessment is available and updated when needed for transportation to and from the baths.

Supervision of Pupils

- a) Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- b) No pupil should be left unsupervised at any time.
- c) Staff should be in class to greet pupils when they come into class in the morning, after playtime and lunchtime.
- d) The same duty of care applies when staff supervise pupils in after school clubs.
- e) If a member of staff knows that they are unable to undertake a duty they should organise cover.
- f) Other staff on duty should inform supply teachers of their duties regarding supervision.
- g) If a parent fails to collect a pupil after school, staff should make every effort to contact the parents. If a parent cannot be contacted, the emergency procedure displayed on the School Office notice board should be followed.
- h) All after school clubs have a register of pupils with contact telephone numbers for if pupils are not collected. If pupils are regularly not collected on time from after school clubs, the out of school co-ordinator may contact parents and withdraw pupils from clubs for a limited period of time.

Working at Height

- a) Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- b) Stepladders are located in the Site Manager's cupboard/office and in store cupboards.

Dissemination and Review

This policy, once approved by the Board of Trustees, will be reviewed annually.

This policy should be read in conjunction with:

- Security policy
- Fire evacuation procedures
- Ice and snow cleaning guidance
- Safeguarding policies
- Administration of medicines policy
- Intimate care policy
- Transporting pupils proforma