

Sidemoor First School and Nursery

Health and Safety Policy

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School Health and Safety Co-ordinator: Pat Cope

Governor with Responsibility for Health and Safety: Tim Wright

School Designated First Aiders: Sharon Hodgetts and Laura Danks



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Reviewed March 2013

Reviewed March 2014

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1. STATEMENT OF SAFETY POLICY

The Governors of Sidemoor School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function without having first been consulted.

The Governors recognise the Statement of General Policy of Worcestershire County Council Directorate of Educational Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Educational Services or such other persons as may be necessary.

The Governors recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999;
the Control of Substances Hazardous to Health (COSHH) Regulations 2002;
the Manual Handling Operations Regulations 1992
the Provision and Use of Work Equipment Regulations 1998 and
the Display Screen Equipment Regulations 2002.

2. THE ORGANISATION

2.1 Worcestershire County Council Directorate of Educational Services:

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Sidemoor First School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Education Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.2 The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and the implementation of repairs as necessary through BAM
- d) advising BAM and the Head of WCC Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) monitoring with BAM the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.

- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council, BAM and contracting organisations.

2.3 The Headteacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out or delegating the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the LA's Handbook of Safety Information).

2.4 Subject Co-ordinators are responsible for:

- a) all matters of health and safety in their subject area.

- b) bringing to the notice of the Headteacher or the School Safety Officer any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a subject safety policy and revising it as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (especially where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection or protective clothing)

2.5 Other Teaching and Technician/Support Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the subject safety policy.
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Subject Co-ordinator to the Headteacher or School Safety Officer
- c) co-operating with their employer (*LA*) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.6 The Caretaker is employed by BAM and follows work procedures set down by BAM and monitored by WCC. On site he/she liaises with the Headteacher about matters of Health and Safety. Procedures comply with WCC policy as follows:

- a) Ensuring that he/she is familiar with and complies with the school safety policy. He/she should also be familiar with the LA's Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information").
- b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).

- d) Ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises.
- h) Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work.
- i) Informing contractors of any hazards that could affect their health and safety while working in the school.
- j) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

2.7 The First Aider / Appointed Person is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

2.8 Safety Representatives (Appointed by Staff / Trade Unions / Professional Associations) have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

2.9 Catering Manager is employed by BAM and follows Health and Safety procedures set down by BAM and monitored by WCC. Procedures comply with WCC policy as follows

- a) Ensuring that he/she is familiar with and complies with the school safety policy.

- b) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- d) Bringing to the attention of BAM and the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

3. THE ARRANGEMENTS

Note: All up to date guidance from WCC is now published on Edulink. Paper copies are no longer sent to school.

3.1 Access and egress, cleaning and waste disposal

Caretaker (BAM) to clear ice, snow and leaves from pathways leading from staff car parks to the front entrance and rear and side entrances to the school

Drains to be kept clear in playground to ensure drainage of play surface.

Salt/Grit to be laid on cleared pathways into school - front entrance, ramped entrance, and rear entrance.

BAM is responsible for ensuring that premises are kept clean, to minimise accumulation of rubbish and external bins are secure.

3.2 Accident Reporting

All accidents requiring treatment from a First Aider are recorded in the accident book located in the First Aid Room. Information recorded is in accordance with the Handbook of Safety Information pp.2.1-2.3.

All serious accidents that occur on the site should be notified to the headteacher and recorded by completing the online WCC County Council accident/incident form, i.e. PAF 01 accident to Pupils and Youth Centre Club members or RIDDOR 3 injury/near miss/violence report form. The headteacher will forward the details immediately or as soon as possible to Children's services Health and Safety Team, Tolladine Road, Worcester, WR4 9NB.

All minor accidents should be recorded in the schools own minor accident book / safeguard system. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The headteacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If

members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

Minor head injuries to receive a form filled in by person in charge of treatment. Children issued with a sticker to record time of injury to alert class teacher and parent/carer.

Completed injury forms are kept by the class teacher and then given to an appropriate adult, when the child is collected from school.

More serious injuries are reported on form A/S (REV89) and parents are informed immediately. (See Handbook of Safety).

3.3 Blood Borne Diseases

All members of staff teaching and non-teaching are issued with gloves to be used at all times when dealing with cuts, nose bleeds etc., in accordance with the Handbook of Safety Information and HWCC booklet "Control of Infection in the Workplace".

3.4 Building Repairs and Contractors

Refer to Handbook of Safety Information, pp. 2.14 - 2.16.

All workers must be signed in at the school office and provision made for alternative arrangements by staff or children where work is being carried out in classrooms, toilets, etc. BAM should make contractors aware of the asbestos register.

BAM is responsible for:

- Induction of contractors to exchange information and agree safe working arrangements.
- Checking method statements and risk assessments prior to commencement of work.

3.5 Cleaning

Warning signs (available from BAMFM) should be placed when floors are wet and slippery, in accordance with the Handbook of Safety Information. All wet floors and spillages are dealt with quickly by the on-site caretakers to minimise risks of slips.

Chairs should be stacked at side of rooms at the end of the day, to facilitate easier cleaning.

BAM caretakers are responsible for the safe disposal of glass and other sharp objects and hazardous waste such as fluorescent tubes and computers etc.

COSHH risk assessments are undertaken by BAM (Refer to Handbook of Safety Information, p. 2.17 – 2. 20.and Section 8 - pp. 220 – 223) who maintain the COSHH file and ensure the safe storage of COSHH products..

3.6 Communication

All problems should be recorded in Health and Safety Report Book, located in school office, as well as reported verbally to Health & Safety Co-ordinator.

3.7 Defect Reporting Procedures

Defects are reported to the office on a day-to-day basis. Staff report the defect to the headteacher and/or caretaker and it is entered on the BAM Helpdesk form and submitted/logged. Any defective items will be taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed. BAM monitors that the defect has been rectified. Governors (Premises Committee) are informed of recent defects and outstanding works

3.8 Display Screen Equipment (DSE)

In accordance with the Display Screen Regulations (*WCC Guidance for All; Display Screen Equipment and the WCC Guidance for All; How to set up your Workstation. The Handbook of Safety Information, p. 2.21 - 2.23*):

- All staff who are classed as DSE "Users" including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- The headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

3.9 Fire Precautions and Emergency Plans

See the Handbook of Safety Information, p. 2.39 - 2.44

A fire risk assessment is reviewed annually by the Governors. A critical incident plan is in place and a folder is held in the Headteacher's office.

Fire Alarms

Tested weekly by Caretaker (BAM) - Record kept by BAM in accordance with the Handbook of Safety Information

Fire Appliances

Inspected by BAM. Record of inspection kept by BAM. BAM also responsible for the inspection and maintenance of fire exits/escape routes.

Fire Evacuation and Fire Drills

Fire drill carried out twice a term am and pm to include nursery. Whole school gathers in playground as indicated on fire notices. Fire drill recorded along with fire alarm testing, in accordance with the Handbook of Safety Information. The emergency services are called automatically. School staff are responsible for the safe evacuation of pupils and registers are called.

Fire Prevention

Fire notices and exits are all checked as part of LA 6 monthly audit, in accordance with the Handbook of Safety Information. Exits also checked by BAM

3.10 First Aid and Medication

First Aid

Refer to Handbook of Safety Information, p. 2.12 - 2.13

Current First Aiders are identified in the School Office, Staff Room and First Aid room. They are the first point of assessment for all injuries. Appropriate qualifications are held and refresher training undertaken before training lapses. Office staff maintain a list of training dates. The designated senior first aiders are responsible for checking and restocking the first aid room. First aid kits are restocked by a designated first aider for each class or year group. Cover is ensured by having more than sufficient people first aid trained.

In the event of needing hospital treatment the office staff will call an ambulance and try to contact parents/carers.

All members of staff are issued with a pair of gloves which they **must** wear when dealing with all spillages from children, in accordance with Handbook of Safety Information and HWCC booklet "Control of Infection in the Workplace".

There is a portable bag containing basic first aid and gloves for the member of staff on duty in the playground.

Medication

Refer to Handbook of Safety Information p. 2.63.

Storage and administration of medicines in school is outlined in the School Prospectus and Staff Handbook - in accordance with Handbook of Information for Schools ("Blue Book").

Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).

Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and prescription medication, and bring the prescribed medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school and signatures are required. When administered, there is always a witness present.

Staff involved in administering the medication will receive training, usually from the school nurse and written consent should be given by the parent.

Inhalers and epipens are kept in the classrooms for children with asthma and anaphylaxis. Children are encouraged to become responsible in administering inhalers for themselves. Inhalers and epipens are taken on school trips. All school staff receive annual epipen training as appropriate.

3.11 Health and Safety Advice

The school will obtain health and safety advice from WCC School Health and Safety Team.

3.12 Information Dissemination Procedure

Information and instructions on health and safety matters are given to all employees through:

- Induction
- Briefings/staff meetings
- Staff handbook
- Health and Safety Policy which is signed to say that they have received, read and understood the information
- On the Shared Area of the network

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information through lessons, assemblies etc.

It is the responsibility of BAM to ensure that Visitors / contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site).

It is the responsibility of the Headteacher to ensure that governors are informed of any existing and new health and safety information through the Premises and Health and Safety Committee in termly meetings.

Trade Union health and safety representatives are informed of new health and safety information (see section on trade union) as appropriate.

3.13 Lettings/Shared use of premises/Extended Services

See LA lettings policy: "Casual Lettings: the Hiring Out of School Facilities" Accommodation Resources Unit, 2002.

BAM are responsible for ensuring the health and safety of all their lettings.

In the case of school lettings/Extended Services the Governors deal with Lettings within core hours in accordance with the Lettings Policy LA “Local Management of Schools and Health and Safety - a Guide for Governors”.

The headteacher is responsible for:

- Discussing and agreeing health and safety arrangements
- Ensuring there is a written lettings agreement / policy in place, signed by the hirer and the school should hold a copy.
- Discussing restrictions on use of equipment.
- Overseeing staffing requirements.
- Ensuring First aid provision and risk assessments are in place
- Communicating Fire and emergency arrangements, and security arrangements.

The headteacher is responsible for:

- agreeing to and overseeing school fetes and other fund raising events.
- applying (through the Friends Association) for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003? (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)
- Security arrangements.

3.14 Lone Working and Personal Safety

See WCC Guidance for All: Lone working.

At Sidemoor Lone Working is limited to the caretaker. Any member of staff working alone in the building must have informed another adult of their whereabouts and the hours being worked. As a PFI building, staff will not have access to the building without BAM staff who are responsible for unlocking and locking the building.

Handbook for Safety Information

3.15 Maintenance/Inspection of equipment

BAM is responsible for the maintenance and inspection of any equipment that requires periodic inspection, examination, testing.

3.16 Manual Handling

BAM staff are responsible for manual handling and the necessary training.

3.17 Monitoring Arrangements

Health and safety inspections are carried out by WCC Health and Safety school team, Governors, Site Managers, Management Team, and Trade Union health and Safety representative as necessary.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

The governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents / incidents;

- results of internal or **external** health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher /Site Manager / Bursar.

To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.18 Offsite and Educational Visits

The WCC Offsite Visit Manual and the Policy for Offsite Visits are found on the Shared Area of the network with all relevant documents and templates.

The deputy head and the headteacher are both trained EVCs.

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Off-Site Visits). Pre-site visits and risk assessments are carried out for all sites (or site risk assessments are adopted) and for all coach or minibus travel. All teaching staff (and the majority of TAs) have attended Visit Leader Training. The LA is informed of all trips that involve distances over 50 miles or an overnight stay. Parental authorisation is required for all off-site visits.

The headteacher has had Emergency Contact Training and recommendations are followed.

3.19 Outdoor Play Equipment

See Handbook of Safety Information, pp. 2.65 - 2.67

This includes a trim trail, pirate ship and tyre park. All equipment has been supplied and installed by reputable companies. Risk assessments have been carried out for the use of the equipment. The equipment is formally inspected by the LA after installation and every 3 years. Inspection reports are kept in the office.

3.20 PE Equipment

PE equipment is inspected annually by Sportfix. Pre-use visual checks are carried out by all teaching staff when the equipment is set out.

The safe use of PE equipment is included in the PE Policy. We follow the Association for Physical Education (afPE) guidance 2008 on safe use of the equipment.

3.21 Risk Assessments

At Sidemoor we recognise:

- The need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The headteacher, deputy headteacher and Governors are responsible for ensuring risk assessments are undertaken.
- That arrangements for New and Expectant Mothers are in place - see WCC Policy & Risk Assessment Guidance.
- That the person who carries out the risk assessments and the risk assessor need to sign and date it as well as the responsible person.
- The need for undertaking special risk assessments (such as New and Expectant Mothers or care plans for those who have health problems).
- The need for periodic review of risk assessments at least annually.
- That risk assessments are kept centrally on the Shared Area of the network.
- The need to share all risk assessments with the relevant staff they affect.
- Staff to sign and date they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit should be risk assessed.

3.22 Playground Safety and Supervision - refer to existing policies

Handbook of Safety Information, refers to the regular checks necessary on “adventure playground” equipment.

Headteacher and Teaching Assistants supervise children from 8.45am - 8.55am - including their entrance into school.

At playtimes children are supervised by teaching members of staff and Teaching Assistants to deal with First Aid. A whistle is carried by each member of staff to ensure the safety of the children in an emergency.

Playground surfaces are inspected as part of LA safety audit. Caretaker reports any defects to the BAM.

3.23 Portable Electrical Equipment and Hardwiring Checks

Electrical Testing - Class teachers carry out a continual visual inspection. An annual test is carried out by a contractor appointed by the school. All tested electrical equipment carries a verification sticker.

BAM is responsible for ensuring the hardwiring checks are carried out and will also arrange for the PAT testing of all their equipment. They are also responsible for checking the hirers' equipment when the premises are let out.

Personal items of electrical equipment are not to be used in school until tested. See leaflet: “Electrical Inspection of Schools” - HWCC Technical services department - issued to schools November 1994.

The PAT register is kept in the office, and all defective items are removed or repaired. Defective equipment should be reported to the office.

3.24 Safety Information

All staff are issued with the “Health & Safety Policy” as agreed by the Governors. New relevant information is brought to the notice of the staff at weekly staff meetings. A Handbook of Information is kept in the Headteacher’s Office and is readily available to all staff

3.25 Security

All visitors are asked to sign in at School Office – if unaccompanied, they are issued with a visitors pass, which must be worn whilst on site.

Entrances are clearly marked, fire doors are not accessible from the outside.

Alarms are fitted in classrooms and offices to alert office in an emergency.

3.26 Signing In/Out of children during school hours

Children arriving late in school due to appointments etc. report to the school office and their presence is recorded in a signing in/out book kept in the reception area.

Similarly, children collected before the end of the school day are signed out at the school office and this is recorded.

3.27 Smoking

- The site is a ‘NO SMOKING SITE’.
- Signage is displayed on all main external doors used by the public/staff.

3.28 Playing Field

It is the responsibility of BAM staff to maintain the field area and carry out daily visual inspections.

3.29 Stress and staff well-being

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay. The school promotes the well-being of staff, and has implemented the requirement of the Workforce Agreement to help to reduce workload.

The Governors and the Senior Leadership Team are keen to promote the well-being of all staff and a healthy work-life balance. If staff need support there is an open-door policy. Staff may be referred to HR or Occupational Health Service. A support package will be put in place for anyone requiring it.

3.30 Training and Development Related to Health and Safety

BAM is responsible for the Health and Safety training of all its site staff.

The headteacher is responsible for the dissemination of information to new and existing staff and a Health and Safety induction.

3.31 Vehicles on Site/car park arrangements

The headteacher is responsible for the safety of pupils on the site. There is a restriction of the movement of vehicles between 3.00 and 3.25 pm and deliveries cannot be made at this time.

There is adequate room for coaches and mini-buses hired for trips out of school to manoeuvre in the car park. Children are well supervised throughout loading and unloading. Refer to Transport Policy.

Car parking is segregated from pupils and play areas.

All parents are made aware of the 2 points of vehicular access to the school and the need for responsible use of parking areas, through regular newsletters.

3.32 Violence to staff / School security

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

Refer to accident reporting procedure. Handbook of Safety Information

3.33 Design Technology

Safety guidelines for Science and Technology are contained in the "School Guidelines" of which each staff member has a copy.

"Be Safe" is displayed in the staffroom.

3.34 Stage Lighting

Handbook of Safety Information

3.35 Work Experience

The Headteacher (or Deputy Head) is responsible for the induction of work experience students. They receive relevant Health and Safety information before their placement can begin.

3.36 Working at Height

BAM staff will have their own guidance.

If school staff work at height they must use the appropriate ladders that are safety checked and have another person present. A risk assessment is in place to cover this. This is included in all staff induction.

3.37 Monitoring and review

The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.

The governing body, in consultation with professional advisors, carries out regular risk assessments and health and safety audits, with the aim of keeping the school environment safe.

The headteacher implements the school's health and safety policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The headteacher also reports to governors at least annually on health and safety issues.

This policy will be reviewed at any time on request from the governors, or at least once every two years.

MFJ 11.2.16

Policy agreed by Governors: 25.2.16