



HEALTH AND SAFETY POLICY

INTRODUCTION

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety systems and control measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

ORGANISATION

INTRODUCTION In order to achieve compliance with the governing body's 'Statement of Intent' the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

THE GOVERNING BODY The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created that promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.

- e) Sufficient funds and resources are set aside with which to operate safety systems within the school.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's Health and Safety Policy and performance are reviewed annually.

THE HEAD TEACHER The Headteacher supports the governing body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their trade union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and activities undertaken (both in and out of the curriculum) are completed.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Ensure appropriate health and safety notices displayed as required.
- h) Emergency procedures are in place.
- i) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
- k) Arrangements are in place to monitor the school premises and safety performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) A report to the governing body on the health and safety performance of the school is completed annually.

THE SCHOOL HEALTH AND SAFETY CO-ORDINATOR IS CURRENTLY THE HEAD TEACHER WHO IS RESPONSIBLE FOR:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.

- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Keeping records of all health and safety activities.
- e) Advising the staff of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring that the staff is adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- g) Unsafe conditions being reported and dealt with to agreed timescales.

The Subject Co-ordinators, Site Agent, Office Manager, Playground Supervision and Catering staff hold positions of special responsibility.

They must:

- a) Apply the school's 'Health and Safety Policy' to their own department or area of work and be directly responsible to the headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the school's Health and Safety Co-ordinator.
- c) Ensure that all staff under their management (where applicable) are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them. Or refer matters further to the Headteacher any problems to which they cannot achieve a satisfactory solution themselves, with the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably 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 health and safety.
- g) Ensure all accidents are investigated appropriately.

SPECIAL OBLIGATIONS OF CLASS TEACHERS Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.

OBLIGATIONS OF ALL EMPLOYEES Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

PUPILS Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording and Investigation All staff are required to ensure that all accidents, incidents and near misses are reported to the Health and Safety Coordinator (who is the Headteacher) at the school. The administrator is the School Business Manager, Julie Hood

Accident reports identifying trends in accidents/incidents are provided to Governors on a termly basis by the Head Teacher.

Asbestos The Head teacher is responsible for the CBC Asbestos Log Book and Frontline web-based asbestos management program, location of the manual (the school office), arrangements to ensure contractors have sight of and complete the log book prior to starting any work on the premises, instructions to staff not to drill or affix anything to walls, ceilings etc., without first obtaining approval from the Head teacher / checking manual, how staff should report damage to asbestos materials.

Audit There are regular inspections of the fire equipment by the Site Agent, and annual testing. Records are kept in the school office.
The Governor responsible for Health and Safety inspects the school annually and reports to the Governing Body his or her findings.

Behaviour Management/Bullying A school policy on behaviour management and an anti-bullying policy, in relation to the pupils, are in place in the school. The S.E.A.L (Social and Emotional Aspects of Learning) materials are used to address these issues with children.

'Protective Behaviours' are practiced. Sue Isaacs is the trained teacher. Reported incidents of bullying or racist behaviour are reported to the Governing Body in the Head Teacher's report annually and to the LA annually.

Catering School meals are provided by Eden Foods on a contract that is reviewed annually. Eden Foods train their employees who serve meals at the School in Food and Hygiene and Health and Safety. Certificates are displayed in the school kitchen. The Hygiene rating is displayed in the front entrance of the school.

Caretaking and Cleaning The Site Agent (Mrs B. O'Rourke) is responsible for caretaking and cleaning the school daily during term time. This also includes basic maintenance tasks and light snow and path clearing. The Site Agent is responsible for ensuring that tools are adequate and safe for the job. The Site Agent has had ladder training, and all other Site Agent training courses offered by the LA. This includes 'Handyperson' training and other sessions which relate to the specific role. Cleaning equipment is kept locked away during school hours, or when children are on the premises. The Site Agent is mindful that children are still on the premises when after school clubs are taking place. The cleaning and maintenance of areas used during these clubs is left until after they have finished. The Site Agent's cupboard remains locked until after this time. Pupils are also reminded that they are not to go into this cupboard should it ever be open.

Contractors The Health and Safety Coordinator will check that working conditions are healthy and safe before work begins at the school. He or she will ensure that the proposed work is not going to put others at risk. Risk Assessments will be carried out where appropriate and there will be an exchange of health and safety information before the contractor starts work when safe working practices will be agreed. For work that exceeds a week, a weekly meeting with the contractor will be established in order that working conditions can be monitored.

Staff with concerns about the safety of contractors or their working methods should report their concerns to the Health and Safety Coordinator who will assess the concerns and take action as appropriate. Planning and organisation of the work will be undertaken by the Buildings Committee of the Governing Body who will liaise with the Health and Safety Coordinator and the Full Governing Body when appropriate.

Curriculum Safety (including out of school learning activities)

The Design and Technology co-ordinator (Sue Isaacs) has received training in the safe use of tools that may be used as part of curriculum activities.

The P.E. coordinator (Kathryn Todhunter) has received training for P.E activities.

There are a minimum of 2 adult supervisors in the school playground at any time during periods of free play (break time) and 3 during lunch time. A risk assessment for break time is kept on file in the school office. Children working in the Environmental garden will be supervised by an adult. Children are not allowed into the fenced pond area without adult supervision.

Display Screen Equipment Staff using display screen equipment complete a VDU Work Station Checklist and there is a risk assessment covering staff that use VDU equipment that is reviewed annually or following an office move. Staff are advised to take a short rest every hour when using a VDU without a break.

Educational Visits and Journeys The CBC Educational Visits and Journeys guidelines and policy is followed. This means parental permission is sought and there are adequate supervision ratios.

A named first aider accompanies the trip, and is responsible for taking a basic first aid kit and medication needed by children on the trip.

A risk assessment is completed and held on file on the school server under 'Educational Visits' for all activities which are outside the 'normal' school day, e.g. walks around the village, swimming, PE activities, any trip. CBC guidelines and proformas are followed. Risk assessments from any establishment visited are studied to aid the completion of our own assessment. It is the responsibility of the member of staff leading the trip to complete these.

The Head teacher and School Business Manager have both completed the Educational Visit Co-Ordinator training, (EVC) and are authorised to check and 'sign off' visits before they go ahead. Visits are not permitted without a full risk assessment having been completed and signed.

Residential holidays have the agreement of the Central Bedfordshire advisor. The Head teacher and School Business manager are able to complete the online form to request residential holidays.

Emergency procedures are detailed on the risk assessment, and alternative arrangements are described.

Electrical Equipment (fixed and portable) Portable Appliance Testing is completed annually and the results are kept on file in the school office. The Site Agent is responsible for taking action (such as disposing of unsafe equipment) following recommendations by the company testing the equipment.

Any equipment brought into school that is not tested is visually inspected before being used.

Fire Precautions and Emergency Procedures The Fire Safety Coordinator is Sue Isaacs. A Fire Risk Assessment is kept on file and is checked annually.

Emergency plan: In case of emergency which requires evacuation of the school, children can be accommodated in the village hall. There is a written agreement with the Parish Council.

Fire Alarm Tests: The fire alarm is tested weekly. The Site Agent is responsible for performing these tests. A different alarm is tested each week and records are kept in the school office, in the 'Fire Safety' file. An outside contractor tests the Fire Alarms annually.

Emergency lighting: The emergency lighting is tested annually by an outside contractor. The Site Agent is responsible for filing these records in the Fire Safety file held in the school office.

Fire Drills: Fire drills take place termly. The Head teacher is responsible for organising and recording the drill, including length of time taken to evacuate the building.

All children and staff are aware of fire drill procedures. These are posted in classrooms and staff are to be reminded annually at staff meetings. Information can also be found in the staff handbook.

The School Business Manager is responsible for 'sweeping' the building following the fire bell, to ensure all children and adults have vacated the premises, and then calling the fire brigade. On Friday afternoons Mrs Isaacs is responsible for this.

The Fire Assembly point is in the school playground. If the route is blocked by fire then assembly point is the environmental garden.

Fire extinguishers and fire fighting equipment including signage are checked annually by an external contractor.

All staff have had Fire Safety training.

Faults and fire hazards are reported to the School Business Manager or Site Agent. They are responsible for contacting the company responsible for maintaining the alarms and emergency lighting .

First Aid The following staff are trained First Aiders. Their certificate expiry dates are given below:

Name	Certificate Type	Expiry
Julie Hood	Emergency First Aid	20.9.2016
Nicola Vincent	Emergency First Aid	6.2.2016
Julie Bill	Emergency First Aid	20.9.2016
Caroline Hall	Emergency First Aid	20.9.2016
Gill Davies	Paediatric First Aid	

First Aid boxes are located:

- In the School Office
- In the Staff toilet downstairs (and a sick bucket and designated mop and bucket)
- In each Classroom (3 in total) with First aid sticker on the cupboard to indicate where they are kept.
- In the Learning Loft

It is the responsibility of Sue Isaacs to check and re-stock First Aid boxes. These will be checked at least once per term. Re-ordering of First Aid supplies is the responsibility of the School Business Manager on the instruction of Sue Isaacs. First Aiders are responsible for notifying Sue Isaacs or Julie Hood (School Business Manager) if they deplete supplies in between inspections.

For incidents that require an Ambulance, First Aiders will ask (or a runner will ask) the School Business Manager / Head Teacher or Member of the Teaching Staff in the office at the time to summons an Ambulance. That member of staff shall remain by the telephone until the Ambulance has arrived and will advise parents as necessary. They will ask another member of staff to go out to the main road to guide the Ambulance crew to the incident.

If a runner is used, the First Aider will ask the runner to return to confirm an Ambulance has been called.

The First Aider or Member of Staff will accompany a child to hospital if the child's parents have not arrived by the time the child is to be transported.

Grounds Maintenance Basic grounds maintenance is performed by the Site Agent. A contractor is employed by the school to perform gardening maintenance and hedge cutting.

A site log records grounds maintenance. This is kept in the Site Agents file.

Hazardous Substances

A risk assessment is held on file for hazardous chemicals. This is reviewed annually. Material Safety Data Sheets for every hazardous chemical are held on file in the school office and a copy is held on the school computer network.

Inclusion A Disability Equality scheme which refers to our duties under the Disability Discrimination Act is in place in the school. The SENCO (Special Education Needs Co-ordinator) is the senior teacher, Mrs Gill Davies. Inclusion is part of all our planning. Differentiation in lesson planning and planning of activities is shown to ensure that all children are able to access the learning.

Lone Working Outside of school hours at least 2 members of staff will be on the premises or a lone working member of staff must carry a mobile phone in case of emergency and let somebody know where they are and at what time they are expected back.

Managing Medicines & Drugs There are school guidelines on administering medicines. These follow CBC guidance. A medicine permission form signed by parents is kept on file. Staff initial this form when a dose is given, and another member of staff witnesses this. Certain medicines are excluded from these guidelines and are not given. Under these circumstances, arrangements are made for the parent to come into school and administer the drug.

The School Business Manager is responsible for managing and holding medicines. All staff have been trained in administering an Epipen as part of First Aid training (refresher training given October 2014)

Children that have allergies and may require an Epipen are displayed on the notice board in the staff room and in the school kitchen. This notice also informs staff of where the Epipen is kept and the emergency procedure to be followed if it requires administering.

A list of children with known allergies or medical conditions such as asthma is issued to staff at the start of each academic year and updated throughout the year should this be necessary. The office manager is responsible to keeping staff up to date with this information.

Maintenance and Inspection of Equipment P.E. equipment is checked annually. This includes the benches, 'horses', mats and the fixed climbing equipment.

Manual Handling and Lifting Children are trained, as part of P.E. how to lift the benches, horses and mats.

The Site Agent has attended all available training for her to complete her duties in a safe manner. A risk assessment is kept on file which details how heavy lifting can be minimised.

Outdoor Play Equipment Playground equipment is inspected termly by the Site Agent. This inspection will include the traversing wall and soft play surface, fencing and permanent fixed basketball nets and goals installed in April 2015. Supervision of children using this play equipment is performed by Playground Supervisors during break times, and lunchtime supervisors at lunchtimes. The playground equipment in the recreation ground adjoining the school is out of bounds for pupils during school hours. NB: The recreation ground is used by the staff and children during school hours, under an agreement with the Parish Council. Staff are responsible for checking that the ground is suitable for use, checking rabbit holes etc are filled in or covered over and that the grass is mown to a safe height. Children use this grassed area for PE activities, and also use it during suitable weather at lunchtimes. All play equipment in the Recreation Ground is **completely out of bounds** to children at all times during school hours. Parents are responsible for the care of children outside of school

hours. A play train is in the school playground and is inspected annually. This train is for quiet play and not to be climbed upon.

Personal Protective Equipment The outcome of the risk assessments may necessitate the use of Personal Protective Equipment (PPE). Risk assessments consider all groups of people who may be exposed to risks, i.e. employees, pupils and visitors. Personal Protective Equipment is supplied in accordance with The Personal Protective Equipment at Work Regulations 1992 which requires employers to supply PPE for use at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

Risk Assessments The Head Teacher is responsible for ensuring Risk Assessments are undertaken and updated annually and the Governing Body is notified. Individual / specific risk assessments may be delegated to the Health and Safety Coordinator (currently the Headteacher) but Risk Assessments for relevant areas shall be undertaken by staff working in these areas.

Safety Committee Due to the small size of the school, there is no safety committee.

School Transport Central Bedfordshire Council is responsible for school transport and taxis for certain children. Denise Aaron and Julie Hood are trained to drive the Fulbrook School minibus, they have undertaken and passed the necessary MIDAS training course (expiry October 2017). Following the advice of the Educational Visits team, staff are not permitted to transport children in their own cars, even with the necessary insurance in place, since this is too great a risk.

Security/Violence The Site Agent is responsible for opening up the school and the car park at the beginning of each school day and ensuring it is locked up at the end of each school day. She is responsible for setting the alarm in the school. During school holidays contact numbers for staff are given to the company who provide the alarm and maintain it. If the alarm goes off outside school hours, a company is on call to come out to the school and provide a written report which is left in school. The Headteacher / site agent's phone number is held during school holidays should they need to be contacted in an emergency (eg burglary / vandalism).

Site Maintenance The Site Agent is responsible for the upkeep and general maintenance of the school buildings, equipment and the reporting of hazards found during this duty.

All staff are responsible for the reporting of hazards to the Health and Safety Coordinator / Head Teacher if appropriate.

The Health and Safety Coordinator is responsible for ensuring safety signage is in place around the school.

Smoking Smoking is not permitted inside the school premises, including the car park.

Staff Training & Development The Head teacher is responsible for informing staff of available training. Specific training courses are available through CBC for different roles of staff within the school.

Stress The HSE management standards indicator tool is used to assess levels of stress amongst staff and is monitored by the personnel committee of the governing body. The questionnaire is completed anonymously.

Swimming A risk assessment is held on file for travel to and from swimming lessons which are held at Tiddenfoot Pool, Leighton Buzzard. A copy of the Swimming pool's own risk assessment for when the children are 'pool-side' is kept on file in the school office.

Visitors Visitors are required to sign in to the school and wear a visitors badge at all times whilst on the school premises. If the visitor isn't known to the member of staff greeting the visitor then their identity should be checked. Visitors are notified on what to do in case of fire or other emergency. The visitor will be accompanied to the person they are visiting, or in the relevant classroom, where they will be accompanied by the class teacher or assistant. A person visiting the school without a valid CRB check will at no time be left unaccompanied while with children.

Disabled parking is provided in the car park and a ramp for wheelchair access to the school entrance and again inside the door. A disabled toilet is available.

Work Experience Young people or others on work experience are given induction training so they are aware of all Health and Safety issues. This includes a tour of the school, what to do in case of fire, who to contact for first aid, what to do if they are worried or concerned about anything they may see or hear. A written checklist is given. Work experience students are closely monitored by the teacher of the class they are working in, and the tasks given are appropriate, with close supervision if the student is working with children.

Working at Height The Site agent has been trained to work at height. A risk assessment has been completed for this and is held in the school office. Ladders are checked before use to ensure they are safe to use.

Policy adopted by the Buildings committee of the Governing body on 12th October 2015

Name _____ **Signature** _____ **Date**
(Chair of Governors)

To be reviewed annually. Next review October 2016