



# Health and Safety Policy

<b>Date reviewed by School</b>	Spring 2023
<b>Date ratified by FGB</b>	07 February 2023
<b>Date for next review</b>	Spring 2026

## 1 Introduction

- 1.1 The policy of the Governing Board and the Headteacher is to maintain safe and healthy working conditions at Uplands Primary School and Nursery for all staff, pupils and visitors.

## 2 Responsibilities

### 2.1 The Local Authority (LA)

- 2.1.1 The LA is responsible for setting LA policy for health and safety and informing schools about changes within this policy. They provide advice on health and safety matters. The Can-Do website holds all details of the health and safety policy and procedures.

### 2.2 The Governing Board

- 2.2.1 The Governing Board is responsible for monitoring and reviewing the health and safety policy of the school and nursery as and when necessary.
- 2.2.2 The Governing Board considers reports of inspections, assists in safe work systems and discusses new regulations received from the Local Authority.

### 2.3 The Headteacher

- 2.3.1 Overall responsibility for the detailed health and safety arrangements within the school lies with the Headteacher and, in their absence, with the designated team leader in charge. It is the Headteacher's responsibility to ensure compliance with the LA policy for health and safety.
- 2.3.2 The Headteacher and Deputy Headteacher undertake 'Health and Safety in Education' training to ensure full understanding of and compliance with all aspects of this policy and its contents.



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#### **2.4 Safety Representative**

2.4.1 The Facilities Manager carries out weekly safety inspections and reports to the Headteacher.

#### **2.5 Employees**

2.5.1 All employees have the responsibility to co-operate to achieve a safe workplace, and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem (or potential issue, such as a 'near miss'), this should be drawn to the attention of the Headteacher and/or the Facilities Manager. The Facilities Manager, once made aware, will be responsible for rectifying the situation as soon as practically possible.

#### **2.6 Pupils**

2.6.1 Pupils will exercise personal responsibility for the health and safety of themselves and others.

2.6.2 Pupils will dress consistent with safety and hygiene standards.

2.6.3 Pupils will respond to the instruction of staff given in an emergency.

2.6.4 Pupils will observe the health and safety rules of the school.

2.6.5 Pupils will not misuse, neglect or interfere with items supplied for their, and other students', health and safety.

#### **2.7 Contractors**

2.7.1 When the school is used for purposes not under the direction of the Headteacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.

2.7.2 Contractors working on the school premises are required to identify and control risks arising from their activities.

2.7.3 Contractors will inform the Headteacher or Facilities Manager of all potential risks to staff, students and visitors. All contractors are expected to report their arrival and departure to the office staff and/or Facilities Manager before commencing work and to read the guidance for contractors (in the school office). If they are working in an unsafe manner, they are requested to stop work by the Headteacher or Facilities Manager.

#### **2.8 Lettings**

2.8.1 All bodies using the school building receive information which is relevant. They also have a contact number for the Facilities Manager.

### **3 First Aid**

3.1 The school will ensure ample provision is made for both trained personnel and first aid equipment on site.

3.2 Trained First Aiders are displayed in the medical room (Yellow Room), staff room and office.



**3.3** First aid boxes/kits are located as follows:

- Medical room (Yellow Room)
- Classroom cupboards
- Staffroom
- Nursery office
- Lunchtime Controllers' pouches

## **4 Fire Safety**

**4.1** All exits are marked and kept free of obstructions. There are 21 fire extinguishers including some CO2 and one wet chemical, and four fire blankets in the school, and an extinguisher and blanket in the kitchen. Their location is marked with instruction notice of type of extinguisher and how to use it. Fire safety equipment is checked regularly by outside contractors and records of their visits are kept. There is a certificate as record of this.

**4.2** The Facilities Manager checks the alarm on a weekly basis. Fire practices are held termly and recorded. In the event of a fire, all staff and children congregate on the field behind the playground. Staff are responsible for checking toilets next to their classrooms. It is the responsibility of the Headteacher or, in their absence, a designated person in charge to call the fire brigade. Class registers and an iPad with the InVentry application (computerised register) are taken out by the office staff for teachers to check that all children, staff and visitors are accounted for.

**4.3** Fire Safety Training is undertaken by all staff, including training on the operation of fire extinguishers.

## **5 Crisis Incidents: Bomb Threat Procedure**

**5.1** In the event of notification of a bomb threat, staff should note the time of the call and write down exactly what was said by the person calling. This may be useful for the Police. The staff member receiving the call should then contact the Headteacher or designated person in charge who will then alert the Police and the Local Authority.

**5.2** The Headteacher or the designated person in charge will decide whether or not to evacuate the building.

**5.3** Any crisis incident should be dealt with according to the Emergency Plan.

## **6 Evacuation**



- 6.1** Any crisis incident should be dealt with according to the Emergency Plan, including incidents that would necessitate an evacuation.

## **7 Accident Reporting**

- 7.1** Should any incident involving injury to a child take place, one of the qualified First Aiders will be called to assist. The qualified First Aider will assess the injury and will determine if and how parents/carers are notified. Any injuries to the head will see a red note sent home with the child (unless there is reason to call an ambulance and, therefore, the parent/carer).
- 7.2** All accidents and incidents involving children or members of staff or members of the public, including near misses, dangerous occurrences, accidents requiring an ambulance or hospital treatment will be reported as soon as possible to the Headteacher, using the standard Accident Report Form via the BFC Health and Safety Incident Portal.
- 7.3** The Health and Safety Officer (the Headteacher) will be responsible for reporting if the accident is a fatality or 'major injury' to BFC/RIDDOR.

## **8 Reporting Hazards**

- 8.1** Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 8.2** In the main, reporting should be written in the Facilities Manager's book as soon as possible, who will inform the Headteacher as appropriate.

## **9 Electrical Safety**

- 9.1** Identified electrical equipment is numbered and logged. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying "Fault: Do Not Use"
- 9.2** In addition, a risk assessment is carried out on an annual basis and appliances tested by a contractor (PAT Testing) and a certificate held listing all tested and serviceable equipment.
- 9.3** Staff should note that particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Headteacher. Staff should refer to the appropriate risk assessment/s.



## **10 Control of Substances Hazardous to Health Regulations**

- 10.1** Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboard is locked during the day and the key kept out of reach of the children.
- 10.2** Teaching staff should note that the use of chemicals in Science should be checked with the Science Subject Leader or the Headteacher.
- 10.3** It is the duty of all staff to inform the Headteacher of any additional potential Control of Substances Hazardous to Health (COSHH) items that have been brought into school other than those on the list.
- 10.4** The Facilities Manager is trained on the identification and safe handling of asbestos within the school premises (referenced in the Asbestos Risk Assessment).
- 10.5** The Facilities Manager follows all procedures as outlined in BFC's Legionella Management Policy. Checks are carried out and recorded by a domestic water services company on behalf of BFC.

## **11 Equipment**

- 11.1** It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Headteacher, with a note saying "Fault: Do Not Use". The following points about equipment should be noted:
  - 11.1.1** Staple Guns: These are not to be used by children and must always be stored in a drawer when not in use.
  - 11.1.2** D and T Equipment: Children are instructed in the correct use of this equipment and fully supervised when using tools. Tools are kept in a locked cupboard.
  - 11.1.3** Ladders: Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs when displaying work. All ladders are kept in the boiler house which is locked. The Facilities Manager undertakes Working at Height training (referenced in the Adults Working Alone Risk Assessment).
  - 11.1.4** Heavy and Large Items: The Facilities Manager undertakes 'Moving and Handling' training and adheres to this when moving, lifting or handling heavy or large items (referenced in the Adults Working Alone Risk Assessment).



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- 11.1.5 P.E. Equipment: P.E. equipment is inspected annually by an outside contractor. Records are kept of these inspections.
- 11.1.6 Outside Play Equipment: Outside agencies and the Facilities Manager ensure it is safe. An annual inspection of all outside play equipment is undertaken by the Facilities Manager and an outside contractor and all necessary repairs are completed.
- 11.1.7 Cookers: Staff are shown how to operate the cookers. It is essential that staff remain by the cooker when the rings or ovens are still in use, and lock the room when it is not in use so that children cannot enter.

## 12 Health and Hygiene

### 12.1 Notifiable and Infectious Diseases

- 12.1.1 Details of notifiable diseases and periods of exclusion are displayed on a poster in the office.

### 12.2 Medicines

- 12.2.1 Please see the Medicines in School Policy

### 12.3 Smoking

- 12.3.1 The Governing Board has adopted a no smoking policy within the school building and grounds.

### 12.4 Hygiene

- 12.4.1 It is the responsibility of the Headteacher to monitor the cleanliness of the building. This is part of the weekly visual inspection. All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

### 12.5 Animals in School

- 12.5.1 Only the following small mammals can be kept in school as pets - gerbil, mouse, hamster, rabbit and guinea pig. Fish may be kept in school. No dogs are allowed in the school grounds (except service/therapy dogs).

## 13 Offsite Visits



- 13.1** These are considered a vital part of our work. Any offsite visit is carefully researched and, where appropriate, a preliminary visit is made by the lead teacher. Parental consent for the visit is always sought. Educational Visit Reports (which include risk assessments) for offsite visits are created by the Admin Manager and authorised by the School Business Manager and Headteacher or Deputy Headteacher. The lead teacher holds overall responsibility for the trip; it is the duty of the lead teacher to ensure that all requirements of the Educational Visit Reports are checked and followed and that all helpers are fully briefed about the visit. The offsite visits that are out of area as defined by BFC are also checked and approved by an appointed governor. Completed Educational Visit Reports are retained in perpetuity.
- 13.2** When residential visits are organised, parents are invited in to school to discuss the visit in detail. Staff should be aware of the LA guidelines for educational visits.

## **14 Child Protection**

- 14.1** There is a named person (and deputy) responsible for child protection in the school. This is outlined in the Safeguarding and Child Protection Policy.
- 14.2** If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.
- 14.3** The Designated Safeguarding Lead (DSL) works closely with social services and the Local Area Designated Officer (LADO) when investigating such incidents. All such cases are handled with sensitivity and paramount importance is placed on the interests of the child.
- 14.4** We require all adults employed in school to have enhanced DBS enhanced vetting check clearance in order to ensure that there is no evidence of offences involving children or abuse. All safeguarding procedures are followed according to policy and guidelines.
- 14.5** Please refer to the separate Safeguarding and Child Protection Policy.

## **15 Security**

- 15.1** All staff and pupils are encouraged to be aware of strangers on the premises. All visitors to the school are required to use the computerised InVentry system by the main front door to sign in. The system takes their picture and produces a badge which visitors are required to wear when they are on the school premises. They will be asked to sign out when they leave the school premises.
- 15.2** The school holds training sessions during the day and there is a register of attendees expected for each session which is checked with the InVentry system.



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- 15.3** Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action.
- 15.4** The two freestanding classrooms and nursery have a telephone.

## **16 Monitoring and Review**

- 16.1** It is the Headteacher's responsibility to keep the Governing Board informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures regarding health and safety matters. The Governing Board is responsible for monitoring health and safety matters.
- 16.2** The school, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.
- 16.3** The Headteacher implements the school health, safety and welfare 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.
- 16.4** This policy will be reviewed at any time at the request of the Governing Board, or at least every three years.