

# **The Bellbird Primary School**



## **Health & Safety Policy**

**September 2021**

**(To be reviewed September 2022)**

## **Statement of Policy**

We, the Governors of The Bellbird Primary School, recognise and accept our responsibilities for the establishment and maintenance of a Health and Safety Management System. We shall ensure, so far as it is reasonably practicable, the Health, Safety and Welfare of our staff, pupils and any visitors to our premises, and will adopt and incorporate the Health and Safety Policies and Procedures of the Local Authority. To this end we have prepared this written policy, organisation and arrangements which sets out clearly the Health, Safety and Welfare procedures applicable to everyone in the school which are necessary if we are to discharge our responsibilities effectively.

Responsibility for the day to day implementation and monitoring of this Health and Safety Policy rests with the Headteachers, who will work in collaboration with staff and the recognised appointed safety representative to ensure compliance.

The Governors will, guided by advice from the safety representatives, update this policy as is considered necessary. This Policy will be reviewed every two years.

### **Signed**

**Chair of Governors: Dr. Tim Wreghitt**

**Date.....**

**Headteachers: Katie Kendall & Rebecca Pentney**

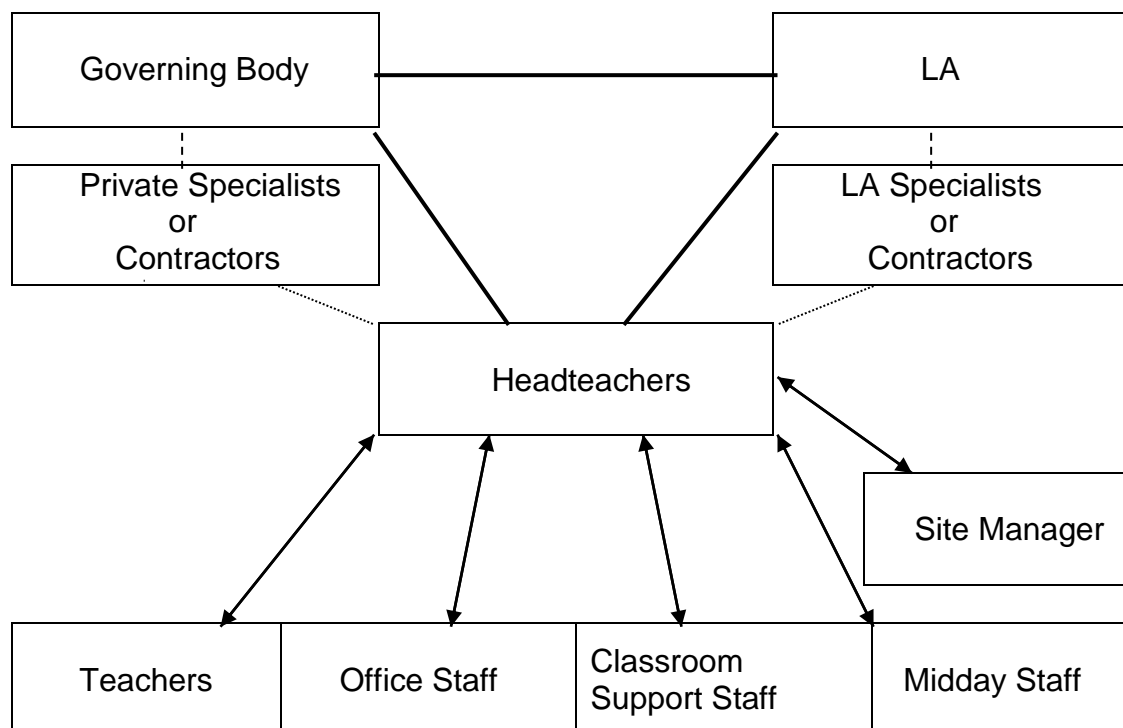
**Date.....**

## Organisation

Whilst the Governing Body has overall responsibility for ensuring that the Health and Safety Policies of the LA and of their own establishment are adhered to, in practical terms this will be discharged by them through the Headteacher of the School.

## The Management Chain

The following diagram indicates the chain of responsibility at The Bellbird Primary School.



All sectors of staff have a day to day responsibility for ensuring that safe methods of work exist and are implemented. They should also ensure that Health and Safety rules and procedures are applied effectively, that personal leadership is given with these issues and to impart to children that accidents can be prevented.

All aspects of this policy are relevant to all members of staff, pupils and visitors. Members of staff involved with food technology, craft activities, IT etc. will need to pay particular attention to those aspects of Health and Safety.

## **Other associated policies and risk assessments.**

The Health and Safety Policy should be read in conjunction with other policies and Risk Assessments covering specific areas e.g. Accessibility Plan, Fire Safety, Lone Working, Safer Working Practices, P.E. ICT.

## **Health and Safety Representatives**

The Headteachers have responsibility for Health and Safety in School. The Headteachers will be supported by the Chair of the Health and Safety Committee who will report to the Resources and Partnerships Committee, as necessary, any issues regarding Health and Safety. Health and safety representatives have regular access to information, both at Governors' Meetings and by visiting the School and speaking with staff, **in particular the Site Manager**. All staff will inform the Health and Safety representative of any concerns, on a day to day basis. Any points of major concern will be brought to the attention of Resources and Partnerships Committee, and/or to the Governing Body as appropriate.

On a termly basis the Headteacher, named Governor (Nick Silk), members of staff and the Site Manager will come together as a Health and Safety Committee to discuss any relevant issues. This group will also be responsible for termly checks.

## **Arrangements and Procedures**

Many of the details in the following sections are duplicated or expanded upon in the Staff Handbook and all new employees are given on-line access to this on taking up a post in the School. As part of staff induction Health and Safety issues are brought to their attention and they are informed of the name and responsibilities of both the representative and that of all staff in these issues.

## **Emergency evacuation for fire, etc.**

Fire routine and drill procedures are posted in each main class area, beside the front door, in the community corridors, hall and in the school kitchens. On appointment these must be pointed out and staff are encouraged to familiarise themselves with them. It is also important for them to know where 'break glass points', fire extinguishers and blankets are placed and how to operate these, if appropriate.

Regular drills are held throughout the year. Upon hearing the siren, accompanied by the mechanised voice, children leave their work, leave the building by the nearest fire door exit and walk in silence, lining up at an appointed assembly point either on the playground or at the front of the school.

The teacher will instruct the children to leave the building in an orderly manner and line up in class order. Members of the Leadership Teams will check all staff toilets and offices. All adults, including kitchen staff, will leave the building

as quickly as possible, having completed their respective tasks, the office staff taking the attendance registers and Visitors' Book with them.

Having reached the 'muster point' teachers will make a head count and will use their fire register to check all children are present. During the whole of this procedure it is expected that all the children will be silent. Upon successful completion of the drill practice the Headteachers will tell teachers when they may return to School.

There will be at least three practices a year.

There are fire doors around the School and these are labelled as such. It is important that these should remain closed. These should be checked at night during the final check by the keyholder.

### **First Aid**

The first aid room is in the administration corridor alongside the main office. A list of people who are qualified to deal with first aid is listed here. There are also first aid bags for use at playtime/lunchtime. The necessary equipment and resources for the efficient dealing with problems is kept up to date by the office staff. The materials and equipment are in line with First Aid recommendations.

All incidents that require first aid will be recorded in the appropriate file. More serious accidents and all injuries will be reported to the Headteacher and a note sent home. Any accidents or near misses will be reported to the County Council through the Portal

First aiders are encouraged to keep their qualifications up to date.

### **Identification of Hazard**

All members of staff should be aware of the causes of hazards and be responsible for reporting them to the Safety Representative, who will take appropriate action to both remedy the current hazard and/or ensure the likelihood of recurrence is reduced to the minimum.

The Safety Representatives will undertake an inspection of school safety within each academic term. The findings will be reported to the Resources and Partnership Committee. There will be an annual report by the Governor with particular interest in Health and Safety to the Governing Body meeting.

The safety representatives are **Mrs Katie Kendall, Mrs Pentney, Mrs Diane Baslington, Mr Alin Foster**

### **Hazardous Substances**

These are stored in the Site Manager's room and this is kept locked at all time when unoccupied. All such substances are labelled in accordance with

COSHH and County recommendations. At no time should cleaners' or kitchen cloths or sprays be left around the school after use.

### **Machinery/Electrics**

In the main the responsibility for any live services (e.g. water, electric, gas, etc.) are the responsibility of the LA to maintain. However, the Site Manager maintains a 'watching' brief and will contact the necessary officer or contractor to affect a repair.

There is a regular inspection of fire safety equipment and precautions by the outside contractor. An annual inspection and test of portable electrical equipment is maintained.

PE equipment is inspected weekly by the Site Manager and maintained annually by an outside contractor.

### **Fire Extinguishers**

All staff should be trained in the correct identification, selection and use of portable fire extinguishers. This will be done on induction to our school.

### **Occupational Health and Staff Welfare**

From time to time it will be necessary to consider issues relating to particular sectors of staffing. For instance, when office staff are using a computer workstation, as far as possible, it is necessary to ensure that furniture matches the equipment to be used. In addition to these aspects, it may be necessary, from time to time, to monitor and support the health of colleagues. Staff need to know that the County has made provision for staff who may be suffering from stress to receive appropriate counselling from qualified staff.

This Health & Safety Policy is kept on display in the Office Manager's room / Staff Room. On a voluntary basis, staff with medical problems may report their situation to the Headteacher in case of an emergency situation.

For safety and hygiene reasons, the LA advises that the wearing of earrings, ear studs and other jewellery (metal or plastic) must not be worn/left uncovered during sporting activities, PE, swimming, design technology or food technology lessons.

### **Outside**

Pathways and hard areas are checked for tripping or slipping hazards. Any defaults are reported and suitable corrective action taken as soon as practicable.

The school environment should be a safe area for children to play. We endeavour to pick up litter regularly. Dog mess, broken glass or other sharp items are cleared immediately.

There are designated areas for car parking and correct parking at all times needs to be encouraged. Parents are not able to park in the School grounds.

**Pond** (Please read the safety checklist for the Pond.)

**The pond area will be kept locked at all times. The keys are held in the school office.**

- Ensure children wear sensible clothing and footwear when visiting the pond area.
- Always supervise visits closely.
- Children must always wash their hands whenever they have handled or examined water, plants, insects, etc.
- Cover cuts and abrasions with waterproof dressings (or wear suitable gloves) for protection.
- Prepare pupils for what they will see and be expected to do when they visit the pond area. Identify hazards and warn pupils in advance.
- Warn pupils about picking up dead animals and eating plant material which may be poisonous.
- Encourage responsible and sensible behaviour.
- Do not allow children enter without an adult.

### **Special Hazards**

Staff should be aware of possible bacterial infection from water or vegetation close to water.

### **Weil's Disease**

Weil's Disease may be contracted from water or plants contaminated by urine spread by rats that are carrying the disease.

Normal hygiene must be observed. Hands must be washed as soon as possible after contact with suspect water or plants. Drinking and eating must not take place at the waterside or until hands and faces have been washed.

Weil's Disease is not common but outbreaks do occur at random in discrete areas. The advice of the local community health physician should be sought to confirm the likely risk.

Symptoms resemble those of influenza. Whilst it is easily treated when diagnosed early enough, it may be fatal if treatment is delayed.

Bacteria can enter the body through the skin or the mucous membranes of eyes, nose and mouth. Cuts and grazes should be covered with waterproof dressings. Eyes, nose and mouth should not be touched with hands wet with potentially contaminated water.

### **Blue-Green Algae**

Another hazard associated with ponds and wet areas can be the seasonal accumulation of "blooms" of a variety of blue-green algae. In hot sunny

periods under favourable conditions large growths can form flocs of scum on the surface of water. Such scum, and especially that which will tend to concentrate at the water's edge, can contain harmful toxins poisonous to animals and humans.

Pupils must be alerted to the dangers and the likely reactions causing painful irritation to skin and eyes by contact with this material.

Handling water contaminated by algal blooms should be avoided, and drinking untreated water from affected sources must be prevented.

### **Records, Manuals and Further Information**

All accidents are recorded in the school's accident books. Serious accidents must be reported online. This form needs to be completed as soon as possible, by either the person involved in the accident or by a witness, with the Headteacher informed. A copy is recorded on the school software system, 'My Concern'.

### **Additional Guidelines**

- No child or group of children will be left in a classroom area without an adult present. If a member of staff needs to leave the room, they will first find another adult to take their place.
- Lunchtimes – Children are regularly reminded that they must not go back into the classroom without an adult. In the case of wet weather and children being supervised by dinner staff in classrooms at lunchtimes, members of the dinner staff must monitor all classrooms at all times and send a message should support be required.
- No child or adult (without a method statement/risk assessment) should climb onto the roof of the School.
- All children will be sent to wash their hands at the start of lunchtime.
- Foundation Stage children will be taught the routine of going to the toilet and washing their hands.
- Once school has started, all side gates will be locked.
- Children bringing cycles to School are asked to dismount at the School gates and push their bikes to the cycle shelters. All should wear cycle helmets.
- All 'bumped head' incidents will be reported and noted in the first aid book with a note going home to parents.