

The Bellbird Primary School



Health & Safety Policy

February 2025

(To be reviewed February 2027)

Statement of General 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 headteacher, 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.....

Headteacher: James Puxley

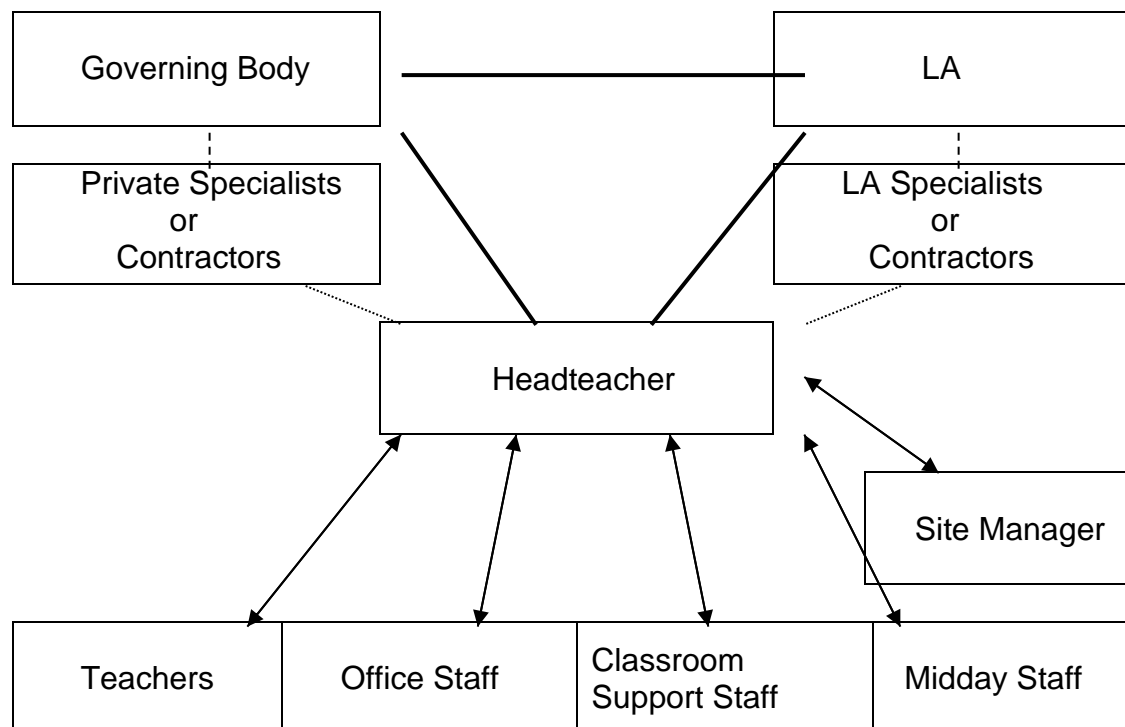
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Organisation

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.

Responsibilities & Organisation for Managing Health & Safety

Governors

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the governing body. The governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular, the governing body will:

- Ensure that the school has a current health and safety policy.
- Ensure that the school complies with the LA health and safety policies, both in schools and on all school activities.
- Have in place procedures to identify hazards, evaluate risk and implement control measures.
- Create a management arrangement for health & safety and periodically monitor its effectiveness.
- Ensure that an annual health & safety inspection and audit is carried out by a qualified person.
- Ensure that a governor attends any health & safety briefings held by the LEA.
- Have health & safety on the agenda at governing body meetings.
- Ensure that adequate resources are made available for health & safety. This includes time as well as financial resources.
- Ensure the headteacher, as the key manager for health & safety, carries out the appropriate responsibilities.
- Ensure that all staff appreciate that their safety and that of others, depends on their individual conduct and vigilance.

Headteacher

The headteacher, as key manager, and in their absence the nominated senior leader, is responsible for the day to day running of the school and putting the health & safety policy into effect. The headteacher will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone using the premises. The headteacher will in particular:

1. Be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
2. Ensure that termly health & safety inspections are carried out.
3. Ensure that the emergency evacuation and invacuation procedures are practised, at least once a term and that results are documented.
4. Arrange for risk assessments to be carried out by a competent person.
5. Put into effect any remedial measures or refer as necessary to the Governors or the LA.
6. Consult with members of staff on health & safety matters, particularly any accredited staff safety representatives.
7. Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school and ensuring that the functions

outlined in the DfES publication "Health and Safety of Pupils on Educational Visits" are undertaken satisfactorily.

8. Attend health & safety briefings and training arranged by the LA.
9. Report regularly on health & safety matters to the governing body.
10. Ensure that competent contractors are appointed and monitor their on-site safe working practices.

2.3 Health and Safety Coordinator

The Health & Safety Coordinator – **Annette English Matern** – School Business Manager, is responsible to the headteacher for the following health & safety matters:

1. Coordinating the school's fire and emergency response procedures;
2. Conducting generic risk assessments for all areas of the school not addressed by specific activity or area risk assessments;
3. Assist in the annual safety audit and Inspection with the consultant adviser of the school and in reporting findings to the governing body, the headteacher and to the Health & Safety Committee as appropriate;
4. Monitor and record health & safety issues, including collation and recording of accident statistics;
5. Ensure health & safety reviews and inspections are carried out in a timely and responsible manner;
6. Assist in the maintenance and update of all relevant health & safety documentation and policies;
7. Liaise with external and internal posts that have a health & safety responsibility;
8. Responsibility for arranging PAT testing across the school's provision.

The health & safety coordinator has particular responsibility for security and premises related issues and will:

- Ensure that the condition of the premises is effectively monitored.
- Report defects and monitor that appropriate remedial action is taken.
- Manage the use of any hazardous materials particularly relating to cleaning products.
- Monitor the work of outside contractors.

Site Manager

The site manager will be responsible for ensuring that the school's health & safety policy and associated arrangements are implemented across the school.

This will be achieved by:

1. All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with the school's procedures;
2. All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the school's procedures;
- 3 Arrangements for managing health & safety

Staff and Pupils

- Staff have responsibility for their own safety and the safety of others, especially the pupils in their care.
- Staff are expected to familiarise themselves with the health & safety aspects of their work by completing the relevant National College training videos
- Staff are expected to cooperate with all health & safety arrangements and to report any defects or concerns. They must always use equipment, including PE equipment and tools to comply with safety recommendations.
- Pupils should only use sharp and specialist tools under close supervision. From an early age they are taught the correct use of scissors.
- Cooking with pupils is only undertaken in small groups and with adequate supervision.

Parents and Carers

Parents/carers are responsible for their children at the beginning and end of the school day. Parents/carers are responsible for the supervision and safety of their children when on school premises before 08:45 and after 15:15 / 15:20. Children should be collected at 15:15 (YR and KS1) / 15:20 (KS2), or 16:30 if attending a club or 18.00 if using the after Premier after-school provision.

In emergencies, teachers may look after children for very short periods after the finish times. If parents are unexpectedly delayed, they are advised that they must contact the school office as soon as possible so as not to cause their children undue stress and anxiety. The children concerned will be looked after by the teacher unless the parent has made alternative arrangements.

The responsibility for children attending privately provided out of school hours activities lies between the parent/carer and the provider.

Visitors

Visitors are required to:

- Sign in at reception and note fire safety arrangements and procedures.
 - Take all reasonable care for the health & safety of themselves and all other persons who may be affected by their acts or omissions;
 - Cooperate with school staff in order that any statutory regulation orders, etc. may be fully carried out;
 - Comply with all safety related instructions issued by The Bellbird Primary School;
 - Report accidents, incidents, defects and dangers;
 - Behave in an orderly manner at all times;
 - Not misuse any item provided by the school in the interests of Health & Safety
- Other associated policies and risk assessments.

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 headteacher has responsibility for health and safety in school. The headteacher will be supported by the Chair of the Health and Safety sub-group who will report to the Resources and Partnerships Committee, as necessary, any issues regarding health and safety. As of February 2025, the chair is **Mr Andrew Irons**.

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.

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.

Fire drills take place on a termly basis. 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. Class teachers take attendance registers and the office team take a list of all onsite visitors 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 headteacher will tell teachers when they may return to school.

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/ deputy 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 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: **Mr James Puxley, Mrs Annette English-Matern, 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 and revisited at the health and safety briefing at the start of each academic year.

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. See the school's **Wellbeing Policy**.

This Health & Safety Policy is kept on display in the School Business Manager's room / staff room and on the BPS website. 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. There is a combination pad lock present on the gate.

- 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.

Contractors on site

Signs are displayed leading visitors and contractors to the school office. All contractors are required to report to the school office prior to carrying out repairs and alterations. Contractors have to sign in as a contractor to read the Induction checklist for contractors and hazard register document, and e-sign. This document is otherwise known as the 5Cs document. Strict adherence to the County Council's Asbestos Management System will be applied to all contractors whilst on site.

Playground Safety

The playground is supervised by members of staff at play times and lunch times. The playground is not supervised before school, and children should not be left on the school site unsupervised by parents/carers before 08:45.

During icy conditions, the playground and some paths are treated with salt. The most senior member of school staff available will always check for safety before play times and treat steps, or cancel outside play if risk assessment deems it necessary.

During any other severe weather conditions, a risk assessment will be made before allowing children outside.

Safe Entrance to School

Children should enter and leave the school site by the gates at the front of the school. They should never walk through the car park rather stick to the pavements.

Bicycles and Scooters

Children should not ride bicycles or scooters whilst on the school premises. It is recommended that children on bikes are accompanied to school by an adult until they have passed the Bikeability course in Year 5.

Dogs

Dogs are not permitted within the perimeter fence of the school unless pre-arranged for educational purposes or in the case of guide dogs for the visually impaired.

Smoking

Smoking is not permitted in any area of the school site.

Food preparation

Local Authority guidelines for managing food technology and any preparation of food on site, are followed. A member of staff will undertake the basic food hygiene course and be available to advise others on procedures.

Legionella / Water Hygiene

The headteacher will:

Ensure that the school meets the requirements of Legionella Management in line with current HSE L8 guidance;

b. To carry out and manage Legionella Risk Assessments and monitoring using competent external contractors to manage water hygiene monitoring including biannual Legionella risk assessment;

c. Ensure records are kept and remedial work and examinations have been effective.

Swimming, Educational Visits

A separate set of guidelines exists for the off-site swimming pool. A separate policy with guidelines exists for educational visits.

Lone Working

The school recognises the risks posed to employees and contractors by lone working, this policy is designed to ensure that Lone/Solitary workers are not exposed to significantly more risks than employees who work together. Precautions will take account of normal working conditions and foreseeable emergency situations, for example;

- Accident
- Assault
- Equipment Failure
- Fire
- Illness

The risk assessment process should result in the identification of all potentially hazardous situations where employees work alone.

Once identified the situation will be assessed to determine whether:

a) the workplace presents a special risk to the solitary worker.

- b) access and egress can be undertaken safely.
- c) temporary access equipment can be operated safely and presents no additional risks to a lone worker.
- d) any equipment or substances involved in the work activities can be safely used by one person.
- e) there is an increased risk of assault.

Once the hazards presented by the lone/solitary worker have been identified they will require to be assessed and as a result of the assessment appropriate action formulated for managing the risks.

Training

1. The headteacher will draw health & safety responsibilities and school's health & safety arrangements to the attention of employees as part of their induction training
2. The headteacher will identify health & safety training needs in consultation with the employees concerned.
3. The headteacher is responsible for the school's training plan. It may be included in the school's development plan.
4. Employees who feel that they have a need for health & safety training of any kind should notify the Headteacher in writing.
5. The headteacher is responsible for reviewing the effectiveness of health & safety training

Dangerous Substances (COSHH)

Inventories of dangerous substances used in the School are maintained and are supported by copies of Material Safety Data Sheets (MSDS) and COSHH assessments that are recorded on the COSHH Inventory of Hazardous Substances Register. These records are also stored in the cleaning cupboard as a paper file. These records will be reviewed at least annually.

PPE to be provided free of charge where the COSHH risk assessment determines it to be necessary.

Manual Handling

The headteacher is responsible for maintaining an audit of the manual handling activities in the school. They will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practically be avoided.

Display Screen Equipment

Those employees who use display screen equipment daily, for continuous periods of an hour or more, are classified as 'users' of display screen equipment. New staff and volunteers will be trained on the proper use of DSE and an

assessment will be made by a competent (i.e. trained) assessor of their workstations. They will be entitled to a regular eye test.

New and Expectant Mothers

When a member of staff has become pregnant the headteacher is notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm. An assessment is also to be completed as part of the return-to-work process for nursing mothers.

Working At Height And Use Of Ladders And Other Access Equipment General Statement

As part of its duties under The Work at Height Regulations 2005, all reasonable steps shall be taken by the school to provide a safe working environment for staff required to work at height. The school shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace. All staff and any other persons, including contractors, involved in the work activity shall be expected to cooperate with this procedure.

Arrangements for the securing of Health and Safety of Employees The School will:

- a) Carry out an assessment of risks involved in work at height and take steps to eliminate or control the risks;
- b) Provide necessary equipment to allow safe access and egress from the place of work;
- c) When working in an open environment, assess the effect of weather conditions on the type of work being undertaken;
- d) Arrange for the regular inspection and maintenance of all equipment required for working at height. Records of all such events and the ladder risk assessment will be retained for monitoring purposes. For other aspects of health & safety please see relevant LA and school policies

Slips, Trips and Falls

The Bellbird Primary School has a responsibility to control the risk of slips, trips and falls at work. All risk assessments must consider the hazards that could result from slips, trips and falls and where identified, measures must be taken to eliminate, reduce or control the risks involved. All incidents involving slips, trips and falls must be reported and investigated fully.

Floor surfaces must be suitable to the area and activities and processes carried out, and slip-resistant qualities considered. Measures must be taken to prevent floors from getting wet or contaminated from activities and processes. Steps and slopes must have good foot and hand holds and no sudden changes in level. Adequate lighting is provided and maintained in all areas, and where necessary, suitable footwear is provided.

Spillages should be cleaned up rapidly, without further endangering pupils, staff, volunteers and contractors, using a suitable cleaning agent. Warning

signs and barriers should be used during the removal of spillages. Staff must report all spillages immediately to their manager/ supervisor, along with any problems resulting in floors becoming wet, slippery or uneven. Maintenance work on these floors must be carried out as soon as possible.

All areas must be kept clear of obstructions likely to cause slips, trips and falls.

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 entered onto Medical Tracker. This, in turn, notifies parents of what has happened.

Monitoring

The governors via the Headteacher, monitor the achievement and effectiveness of the health & safety arrangements and their overall performance to ensure, that:

- Physical controls are in place and working satisfactorily; and
- Staff are carrying out procedures and the functions allocated to them.

Methods of monitoring and checking performance involve:

- the headteacher reporting each term on health & safety matters in the report to governors.
 - collecting accident/incident data and checking, categorising and analysing the reports to make recommendations.
 - Governors carrying out annual health & safety inspections of the premises and presenting a report to the Resources committee for analysis and discussion. As appropriate, items will be referred to other Committees.
 - Examining and acting upon specialist LA audit reports and, where appropriate, OfSTED reports, where these relate to health & safety issues.
 - Checking maintenance records/reports.
 - Monitoring complaints of hazards reported by staff, pupils, parents, etc.
- The Governor with specific responsibility for Health & Safety is **Andrew Irons**
 - The Governor requesting Health & Safety reports is Chair of the Resources committee: **Phil O'Dell**
 - The Health & Safety Coordinator at the school is **Annette English-Matern**