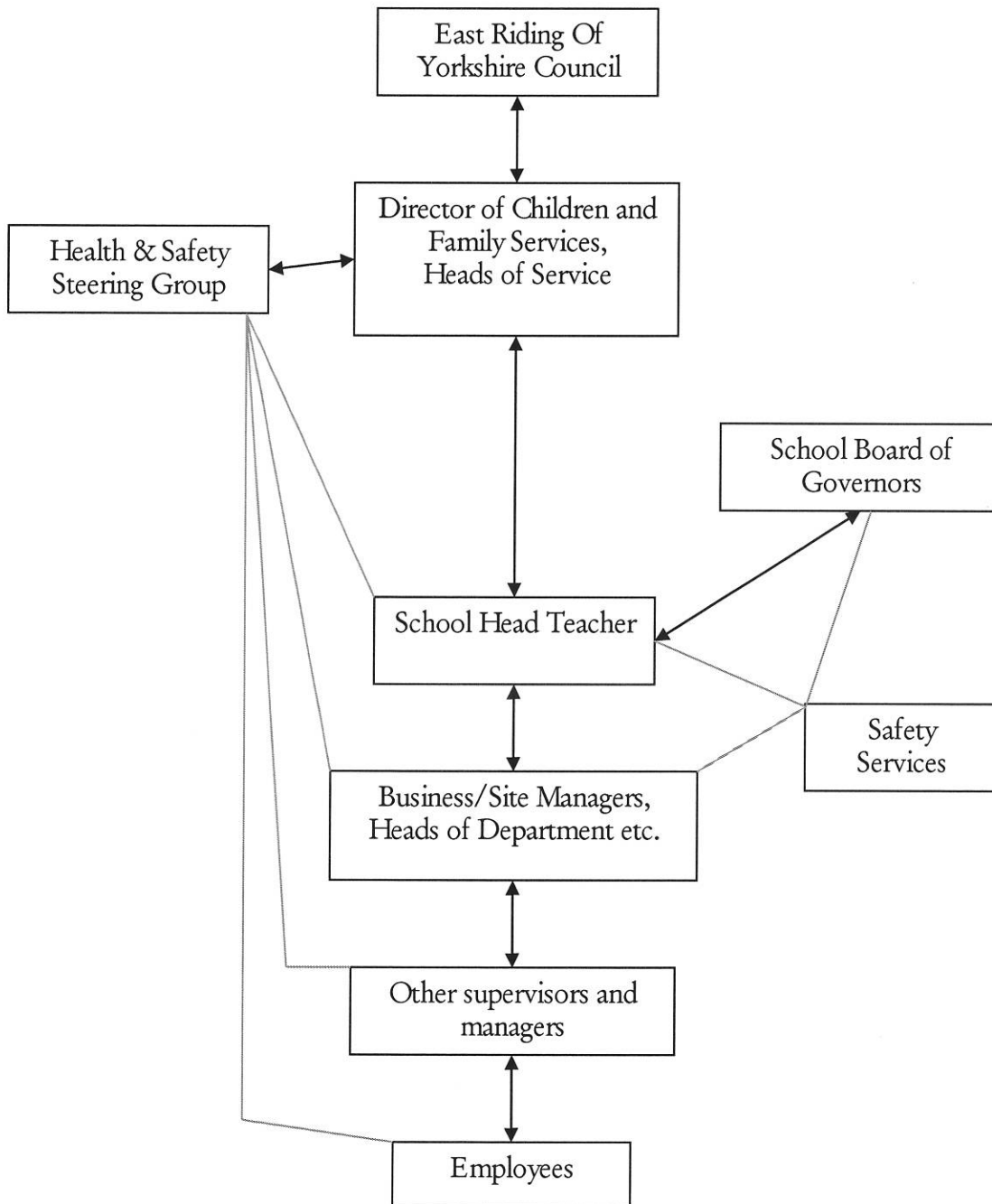


Bubwith Community Primary School

School Health & Safety Policy Reviewed March 2022

Organisation for Safety

Lines of Responsibility.



Lines of authority/accountability



Available lines of guidance & support

- Ensure that an educational visits co-ordinator is appointed and that visits are managed safely;
- Ensure that formal health and safety inspections are carried out at least once each term and remedial action taken where necessary.
- Ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher.

Bubwith Primary School has reviewed its arrangements and have delegated duties to a number of individuals.

These individuals are responsible, and will be held accountable for achieving compliance with their delegated duties as stated within the policy.

In particular they have the following responsibilities;

Business Managers, Site Managers, School Department Heads etc.

School Business Manager (SBM)

- *Monitor and rectify any issues of concern raised by other stakeholders.*
- *Organise relevant repair or isolation of immediate risk.*
- *Implement first aid policies and procedures and manage record keeping.*
- *Identify training requirements for Health & Safety, arrange and monitor training programme.*
- *Complete H&S termly audit and report to Headteacher/Governors.*
- *Oversee Caretaker procedures.*
- *Coordinating completion of the DSE*
- *Coordinating repairs and other remedial works required and monitoring progress*
- *Coordinate accident reporting procedures*
- *Co-ordinate annual Governor's audit*

Caretaker

- *Oversee contractors on site.*
- *Ensure the buildings and grounds are safe and secure on a daily basis.*
- *Complete visual checks of school each morning of buildings and grounds.*
- *Record and report any Health & Safety issues identified to the SBM.*
- *Adhere to the COSHH regulations and refer to procedures.*
- *Work in accordance with risk assessments and safe methods of work.*
- *Securing the site*
- *Completing and recording asbestos condition monitoring plans*
- *Completing and recording of site management actions in respect of water hygiene*
- *Completing and recording statutory fire and emergency lighting inspections*
- *Supporting in the completion of risk assessments applicable to their work activities*

Teachers

- *Manage methods of work in own classroom environment and report any Health & Safety issues to the SBM.*
- *Maintain general tidiness within own classroom thus reducing risk.*
- *Ensure safety of self and pupils whilst in direct supervision.*
- *Assist with first aid matters according to training given.*
- *Ensuring that curriculum specific risk assessments are completed and shared with relevant staff*

- Ensure that health and safety is a standing item on all team and management meetings,
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations form a school Health and Safety Committee.

Training

All employees, including temporary and agency employees will receive,

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work, It will include:
 - Emergency procedures
 - First aid arrangements
 - Accident reporting
 - Hazard/safety issue reporting
 - Location of policy, guidelines and other relevant documents
 - Relevant risk assessments and safe systems of work
 - Smoking restrictions
 - A tour of the premises/site
 - Other relevant information
- Competency based training – relevant to the individual's role and development needs will be identified by managers and headteachers and delivered by the most efficient means, e.g. specialist courses or local in house team discussions.

Records of competencies, skills and training will be kept for management purposes.

Employees are expected to attend training courses as requested.

Audits

The school governors and headteacher are expected to ensure that the school's health and safety management systems and records are audited once per year to identify any weaknesses and areas for improvement. An action plan will be prepared by the headteacher in consultation with relevant staff to address the areas highlighted, and progress against the action plan will be reported to the governing body.

Inspections

Periodic health and safety inspections (including Fire Safety) will be carried out by the headteacher or those delegated with the task. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General health and safety inspections of the premises and site will be carried out at least once, but preferably twice, per term. Visual inspections will be carried out by the Caretaker before school begins each day.

Results of inspections, including any remedial actions, will be recorded.

All staff are expected to report any hazards or defects promptly to ensure that swift action can be taken.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

Personal Emergency Evacuation Plans where assistance or support may be required in the event of an emergency evacuation will be completed and recorded, and shared with relevant staff.

Accidents, Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE).

It is essential that the guidance from Safety Services is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately.

All staff are encouraged to report accidents, incidents and near misses promptly so that the school can identify and implements measures to prevent reoccurrence.

Within our school accidents are reported using the following process:

1. Complete Accident Book – located in the school office and medical room
2. Ensure that the Headteacher/SBM is made aware of the accident as soon as possible to determine whether or not the council's accident reporting form (AIF) is required
3. The accident should be investigated and the findings of any short term action must be recorded.

The school will ensure that accident trends are monitored on a regular basis.

Further guidance and documents are available:

<http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/accidents/>

Administration of Medication

The school will have in place suitable arrangements to support children who have medical conditions in school. Arrangements will be in line with the Managing Medical Conditions at School for both prescribed medication and liquid paracetamol.

The school will have in place an Administration of Medications Policy, which outlines the expectations of parents and the school's arrangements both within the school environment and educational visits.

Where necessary the school will consult with the appropriate services to prepare individual health care plans.

Specific training needs will be identified and fulfilled by nominated staff.

Sun cream, unless specifically prescribed, is not considered a 'medication' and therefore the school will consider and manage the risk associated with exposure to the sun as part of their overall risk assessment process.

The 'Schools Self Help Contract Monitoring Form' must be submitted to Safety Services if the school has opted to arrange works independently of the councils Infrastructure and Facilities SLA.

Safeguarding and Security

The school will have in place measures to safeguard young people, vulnerable individuals, and visitors including;

- a policy
- security measures
- vulnerable areas that are well supervised
- appropriate disclosure and barring checks
- visitor signing in and identification arrangements

Policy Date: January 2021

To be reviewed: Spring term annually or earlier if required