

Bethany School

Health and Safety Policy

January 2018

1. Statement of Intent

The Governors of Bethany School recognise the importance of providing an environment, which is safe and healthy for all who use our buildings.

- We will build into the ethos of the school appropriate values which positively promote a Health & Safety culture.
- We will make the physical environment safe and healthy for those who work at Bethany School and for visitors.
- We will inform all users of their personal responsibility to cooperate with us in order to help us achieve our goals.

2. Aims of this Policy

- To ensure that Bethany School is always a safe and healthy place in which to work.
- To ensure that regular monitoring and review of safety procedures occurs throughout the school.
- To raise Health & Safety awareness among all users of Bethany School, with regards to their responsibilities for themselves and others.
- To ensure that all staff are appropriately trained before using equipment.
- To keep up to date a central file (The Buildings Log) containing relevant Health & Safety information and make it accessible at all times in the school office.

3. Organisation

The responsibility for Health & Safety involves:

Governors

Head Teacher

(Mrs J Baxter)

Asset Manager

(Mr D Montague)

Teachers

Parents

Pupils

3.1 The Governors will:

- Ensure that, as far as possible, adequate funding is set aside to enable the school to be organised and run in a safe and healthy manner.
- Deal appropriately with any Health & Safety issues that are brought to their attention by any/all users of the school. This would usually be done at their monthly meeting but urgent matters may need to be acted upon immediately.

3.2 The Head Teacher will ensure that:

- Health & Safety is incorporated into the planning and organisation of all functions associated with the school.
- Suitable and appropriate risk assessments are carried out on an arranged and unarranged basis at regular intervals throughout the year, and ensure that any issues raised from these assessments are acted upon appropriately.
- Where new or specialist equipment is provided all users will be adequately trained and, if required, supervised before using the equipment.
- Staff are given relevant information regarding Health & Safety matters, as required.
- Staff are given appropriate training in relevant health and safety procedure. These may include, but are not limited to:
 - Fire procedures
 - Manual handling
 - Working at height
 - Site security
- All users of Bethany School fully understand their responsibilities regarding Health & Safety matters.
- Any accidents or near misses are reported as soon as possible after the event has occurred. Also, that relevant details are noted and any appropriate observations and conclusions are recorded and available for the next Governor's meeting. A copy of the report should be placed in the Buildings Log (Health & Safety file).

3.3 All Teachers and Parents should:

- Ensure that all safe working practices are adopted at all times whether in school or on educational visits (including small family groups working in homes).
- Ensure that they are aware of their responsibilities, are up to date with all relevant policies of the school and follow all codes of practice produced by the school.
- Bring to the attention of the Head Teacher or Asset Manager any accidents, near misses, dangerous or faulty equipment or situations either at the school or on visits.
- Where appropriate inform the Head Teacher or Asset Manager if there is a concern that they have not been able to resolve for themselves.

3.4 Pupils should:

- Understand the importance of being safe and sensible as they work and play at school.
- Follow safety instructions.

4. Health & Safety Arrangements

4.1 Policies

Bethany School has policies linked with Health & Safety issues. These include:

- First Aid
- Safeguarding (including code of conduct for staff)
- Health and Safety of Pupils on Educational Visits
- Playground Supervision

4.2 Risk Assessment

It is a legal requirement that risk assessments are undertaken periodically. Risk assessments should be made, at least, on an annual basis so that any issues raised which may require additional funding can be included in the budget for the forthcoming year. Routine risk assessments include:

- Annual Building risk assessment.
- Fire risk assessment
- School maintenance risk assessment
- Science room risk assessment
- Design and technology workshop risk assessment

Staff must complete an Educational Visit Risk Assessment Form before each educational visit. A signed copy should be placed in the Risk Assessment Folder.

Staff must complete an annual Health and Safety checklist for their classroom (or teaching area) noting potential hazards. These will be filed in the Risk Assessment folder for inspection by the Asset manager. Potential hazards noticed at other times in the year must be recorded on the buildings problem report sheet in the office.

Copies of other Risk Assessments can be viewed in the Buildings Log (Health & Safety section) and Fire Checks Log.

4.3 Fire Precautions

To reduce the potentially catastrophic risk of fire, staff will monitor all sources of heat with the potential to cause fire and check that heaters, cookers etc. do not come into contact with combustible materials. Staff will also make sure that corridors and doorways are clear from obstruction and fire exits are easily opened and free from obstruction outside. All staff are aware of their responsibilities in the event of a fire drill / evacuation taking place. Fire safety notices are posted in each classroom and communal area. Relevant fire safety equipment available at points around the site.

Where appropriate, Fire Safety Education will be a feature of our curriculum.

All relevant information relating to Fire Safety is kept in the 'Fire Checks log' in the office. In the log we record:

- Fire Drills undertaken, including time for evacuation and any issues arising.
- Fire alarm maintenance.
- Fire Extinguisher maintenance.

- Emergency lighting maintenance.
- Weekly checks of alarms and call points.
- Monthly checks of extinguishers and emergency lighting.
- Fire Officer visits.
- Details of staff fire safety training sessions.

Usually, one fire drill will take place each term. Forewarning will be given that drills will take place.

4.4 Evacuation of School

In the event of the school being evacuated for a genuine emergency eg.

- Fire
- Bomb threat
- Gas leak
- Chemical spill etc.

We have an agreement with Netherthorpe Primary School, on Netherthorpe Street (500m away) to use their premises as an evacuation point from where pupils can be collected.

4.5 First Aid - See separate policy

4.6 Safeguarding - See separate policy

4.7 Reporting & Recording of Accidents

Bethany School recognises that we have legal responsibilities covered by the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Risks

We recognise that:

- An unreliable accident / incident reporting system, or the under reporting of 'near miss' incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.
- A breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.
- Inadequate incident reporting procedures will inhibit statistical analysis of accident data.

At Bethany School we make every effort to minimise the risk of accidents, but we recognise that accidents will still occur.

All accidents to pupils, staff, parents and visitors, no matter how small will be reported to the teacher / Head Teacher as soon as possible after the accident took place.

When required, the First Aider present will deal with the accident and treat the injury(ies).

Once the individuals have been treated, all details regarding the accident, will be recorded on an accident report sheet by a member of staff or the Head Teacher. Accident report sheets are kept in classrooms or the office. An investigation into the accident will be undertaken immediately (depending upon the severity) or at least that day.

All accidents will be audited and investigated by the Head Teacher or Asset Manager to ascertain what occurred and what lessons can be learned to prevent similar incidents occurring in the future.

All serious accidents / near misses will be reported to the Governors regularly and, at least, by the policy review date.

The Head Teacher will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the appropriate form.

4.8 Supervision of Children at Break & Lunchtimes - See separate sheet

4.9 Visitors & Contractors on site

Our legal responsibilities are covered by the:

- Occupier's Liability Act 1957 (amended 1984)
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1989
- Workplace (Health, Safety and Welfare) Regulation 1992

Persons who enter the school premises for the purpose of carrying out specialised work on behalf of the school are classed as contractors. Under Health & Safety requirements, we have a duty of care towards contractors and they have a responsibility to work safely.

All contractors who visit the school must report to the school office on arrival.

The **Head Teacher/Asset Manager** or the responsible adult directing works will liaise with the contractor and agree safe practices. These should include;

- Where possible, extensive work to be carried out in school holidays and / or after school.
- Reminding contractors of their responsibility regarding Health & Safety issues.
- Taking appropriate measures to allow ease of access without jeopardising the safety of others using the premises.
- Giving adequate notification to all users of proposed work and displaying adequate warning signs whilst work is undertaken.
- Where possible, screens to be put into place to secure the area from other users of the school.
- All contractors working inside the building will be required to wear a visitor's badge and sign in and out on a daily basis.
- Contractor's hot working procedures (e.g. welding)

4.10 Electricity

Our legal responsibilities covered by the:

- Health & Safety at Work Act 1974
- Electricity at Work Regulations 1989
- Regulations for Electrical Installations, BS 7671 (1992)

Risks

The primary risks within the school associated with electricity arise from the exposure to hazards such as electrocution and fire. This may lead to personal injury, disruption to the school, or damage to equipment, property, etc.

The Electricity at Work Regulations 1989 (EAWR) oblige employers to ensure the provision of safe electrical plant, electrical systems and equipment and to provide adequate maintenance to ensure its continued safety. The EAWR require employers to maintain, so far as reasonably practicable, electrical equipment within their control.

This includes:

- Regular maintenance, testing and repair of fixed installations. The school will arrange for fixed electrical installations to be checked on a five year basis.
- If faults are identified within the school, the Head Teacher or Asset Manager should be notified immediately and appropriate action taken.
- Regular maintenance, testing and repair of portable electrical equipment. PAT testing will be carried out every year with equipment in the upper building being checked one year and the lower building the next. Equipment in the workshop will be tested every year due to the greater potential of wear and tear.
- Staff training, as appropriate.
- Electrical equipment brought into the school by staff, parents or contractors to be agreed as fit for purpose before use.

All defective electrical equipment will be taken out of service immediately until checked by a competent qualified person.

Responsibility for arranging maintenance of electrical equipment is with the Deputy Head Teacher and Asset Manager. Records of all issues relating to electrical equipment and maintenance will be kept up to date, filed in the Buildings Log and made available for the annual Health & Safety Inspection.

4.11 Gas testing

All gas appliances will be tested annually by an external contractor for safety in accordance with the Gas Safety (installation and use) regulations 1998.

4.12 Control of Legionella

Bethany School will control the risk of Legionella to those using the building by:

- Avoiding water temperatures between 20C and 45C that favour the development of legionella and other organisms.
- Avoiding water stagnation.

- Control the release of water spray.
- Maintain the cleanliness of the systems and water in it.
- Complete an annual test of water supply to ensure it does not harbour the legionella bacteria.

A log will be maintained detailing these checks and filed in the Buildings log in the School office.

4.13 Asbestos

In accordance with the control of asbestos regulations 2012 the school has assessed the likelihood of asbestos within the building. All known sources of Asbestos reported by a licenced contractor within the building have been removed.

4.14 Security

All entrances to the building are key pad protected or locked from the inside, all with self-closing devices. The top playground gate is kept padlocked during the school day and the bottom entrance gate has a looped chain so that it cannot be reached by small children.

Adopted by Governors on 15/01/18

Review date: January 2021