

HEALTH AND SAFETY POLICY

Whole School and EYFS

Version	1	2	3		
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Policy written by	Mrs Walker	Mrs Walker	Mrs Walker		
Policy seen by Governor on (date / signature)	Mrs Wilcox	Mrs Wilcox	Mrs Wilcox		
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This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

INTRODUCTION AND PRINCIPLES

The School is committed to ensuring a safe educational environment for all pupils and staff. The School takes very seriously its commitment to the well-being of its pupils and staff and all visitors to the site and this policy sets out how the School ensures all pupils, staff and visitors follow the Health & Safety related procedures. This policy applies to all pupils including those within the Early Years Foundation Stage (EYFS).

SPECIFIC OBJECTIVES

This policy sets out how the School environment is made and kept safe for the education of the children with us. The objectives of the policy therefore are to show:

1. An overview of procedures to ensure Health and Safety at the School
2. Engaging staff and pupils on the importance of Health and Safety at all times
3. Detailed procedures in the key risk areas
4. Training given to staff
5. Risk Assessments performed
6. Security and access
7. Related policies

OVERVIEW

The Head Teacher and staff are responsible for ensuring that the premises and all activities follow the associated policies and procedures to ensure a safe environment for all pupils, staff and visitors (including parents and contractors), and are accountable to the Board of Governors on these. Branwood aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our pupils, employees while they are at work and of others, who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974. To ensure the principles of health and safety are clearly understood throughout the School, we are committed to:

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the School subscribes; setting and monitoring of health and safety objectives for the School;
- effective communication of and consultation on health and safety matters throughout the School;
- assessing the risks to the safety and health of our pupils, employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for pupils and employees;
- continually improving the performance of our health and safety management;

- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the School;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

General Responsibilities

The Branwood Health & Safety Governor has been allocated overall health and safety responsibilities within the terms of our policy but delegates day to day responsibility to the Head and SMT (including the Site Manager).

Responsible Persons within the School

The Head Teacher is responsible for Health and Safety at the School and the Deputy Head Teacher/Bursar acts as alternate where necessary and specific senior personnel within the School may also be allocated additional responsibility for health and safety. Where this responsibility is specific to a subject area, the details of the responsible person(s) are communicated to all employees in writing or verbally as required.

Management Structure

Health and Safety Committee

This a Committee comprising members of the SMT (Head & Bursar) and The Site Manager. When available the Governor with responsibility for H&S is also in attendance. This committee meets three times a year and reports to the Trustee/Governor Board. Day to Day supervision of H&S is delegated to the Health and Safety Committee

Activities of the Health and Safety Committees and the Head Teacher

To implement the School's Health and Safety Policy by:

- Ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions;
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the School's Health and Safety Policy;
- Ensuring that their responsible leadership team and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare;
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded;
- Ensuring that all employees are familiar with, and comply with, the requirements of the School's Health and Safety Policy and that all new employees are inducted into the requirements of the Health and Safety Policy and the School guidelines and instructions;

- Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare;
- Establishing systems for monitoring all arrangements to ensure that they are working effectively;
- Reviewing information from monitoring systems to ensure continued and effective compliance.
- Reporting to the Board of Governors on health and safety issues within the School.

Head Teacher

The Head Teacher is responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored. They will ensure that:

- Any health and safety matters that they cannot deal with directly is brought to the attention of the Health and Safety Committee.
- Significant hazards within the school are identified and suitable risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.
- Employees and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Will implement a system to manage health and safety within the School, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements.
- Equipment and substances are suitable for the purpose for which they are used.

Health and Safety Competent Advice and Guidance:

To assist us in our undertaking we use specialists as and when required

Employees shall:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Co-operate with management to meet the employer's legal duties and work in accordance with the School's procedures;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others;
- Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.

- Report to the Head Teacher any health and safety concerns and/or breaches of health and safety.

Pupils shall:

- Comply with the School's rules and procedures.
- Take reasonable care of themselves and others.
- Co-operate with their teachers and other staff.
- Use equipment and substances in the manner in which they are instructed.
- Not misuse anything provided for the purposes of health and safety.
- Report anything they believe to be hazardous or dangerous to their Teacher or Head Teacher.

ENGAGING STAFF AND PUPILS ON THE IMPORTANCE OF HEALTH AND SAFETY

The School displays the Health and Safety Law wall charts as required by law. Staff will need to report any hazards or near misses to the bursar/site manager. The Head Teacher will ensure that all identified repairs or health and safety concerns are either recorded. The Head Teacher will regularly bring Health and Safety issues to the attention of the pupils through assemblies.

Accidents, incidents and near misses are recorded on a shared drive and there are instructions for notifiable incidents under RIDDOR. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). Photos of children with allergies or particular health and safety needs are available in dining hall and administration office, all staff are made aware of individual needs.

THE DETAIL OF THE POLICY AS APPLIED LOCALLY AT SCHOOL – PUPILS AND STAFF

ELECTRICITY & GAS

All portable electrical equipment will be checked and maintained as per legislation. All fixed electrical systems installed will be inspected, tested and where necessary serviced every five years by a competent NECIEC electrician. Informal visual inspections will be carried out by staff as part of the regular checks as outlined above.

All gas appliances (boiler) will be checked and maintained as per legislation. The boiler is serviced annually by a qualified gas safety engineer and a gas safety certificate issued. The premises will be evacuated if any smell of gas is detected.

FIRE

The School is committed to maintaining a safe environment and meets its fire safety requirements by following up on all Fire risk assessments, regular fire equipment servicing and testing. The Head Teacher will follow up on all recommendations made during the School's regular fire risk assessments. New Fire Risk Assessments are carried out when there are changes to the layout and/or the use of the building.

Fire evacuation drills will be carried out at least once per term and all new staff and pupils will be trained in fire evacuation procedure. Fire equipment will be tested as per legislation by qualified personnel and copies of all checks maintained on site. The Site Manager will carry out weekly fire alarm and extinguisher checks and record these on the equipment testing checklist.

The Fire Action plan is displayed in all rooms and all fire exits. The locations of fire extinguishers are clearly visible. All visitors are given Fire Action information upon arrival.

MEDICATION

The School will administer medicine in some circumstances and this is outlined in detail in the First Aid Policy. If a child is on a course of antibiotics, parents are expected to provide a written request via email and sign a consent form which allows a trained member of staff to administer the course. Calpol or other palliative medicines will not be administered without parental consent. All medications will be administered in the presence of two members of staff and the dose and time of dose will be recorded in the communication book and signed by a member of staff.

ALLERGIES

It is the parents' responsibility to inform the School in writing of any allergy their child may have. All parents are informed that no food containing nuts or nut products should be sent to school and nuts or nut products are not used in cookery activities at school.

For those children with severe allergies, Epipens need to be kept in school at all times in case of an allergic reaction and these should be kept up-to date by parents. All staff will be aware of the children concerned.

There will be a list clearly on display in each classroom with each child's allergies, and the same list will be found in the staffroom, dining hall and admin office. Any temporary teachers will be made aware of any medical needs of the children in their class and the location of their medical box/epipens/inhalers.

ASTHMA

It is the parents' responsibility to inform the School if their child suffers from asthma. Parents must also supply inhalers and/or other suitable medication, and inform the School in writing of when the pupil should use the medication. All staff are made aware and any temporary teachers will be made aware of any medical needs of the children in their class.

MEDICAL AIDS

All medical aids (Epipens and inhalers) are kept in first aid boxes in every classroom, as appropriate. The staff are aware of their location.

Medical aids are carried by a trained first aider when pupils leave school during school hours for regular or ad hoc trips, e.g. for sport at a local park or other visit off site. Older children are encouraged to take responsibility for their own inhalers, where appropriate. However, a staff member ensures that all pupils have their medical aids prior to leaving the School.

It is parents' responsibility to ensure all medical aids are kept in date and are collected at the end of the School term.

FIRST AID & ACCIDENT REPORTS

Accidents for both staff and pupils must be recorded on the appropriate form and First Aid will be administered as per the First Aid Policy. Accident forms are kept in the Admin Office, and must be completed by the member of staff dealing with the accident. A list of trained First Aiders is displayed in the school.

Frequent First Aid kit checks will be carried out to ensure First Aid kits remain suitably stocked at all times.

In the event of a more serious accident, staff will make a record, and this will be shared with the Head Teacher immediately after the injury is treated.

It is the School's policy that any accident that involves a head or eye injury to a pupil, however apparently minor, is reported to parents as a matter of priority at the nearest most suitable moment. All injuries affecting the eyes or head should be monitored by staff at regular intervals for at least an hour after the event.

Where staff knowledge and experience is not extensive and expert advice is not available staff will contact 111 for advice following an incident.

If in doubt, or following any administration of an EpiPen, loss of consciousness, excessive bleeding, suspected fracture/break, an ambulance should be called on 999.

The Head Teacher, or a member of the Senior Leadership Team, if the Head Teacher is unavailable, should be informed of any injury which does not clear within 30 minutes (i.e. has an ongoing effect which is undiminished, such as pain, shock, concussion or trauma).

The reporting of accidents is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These regulations place a requirement on employers to report certain incidents and accidents to the HSE.

These include:

- deaths and specified injuries
- injuries lasting over 7-day
- some work-related diseases
- dangerous occurrences (near misses)
- gas incidents.

Details of any incidents that result in an over three-day absence from normal work duties must still be formally recorded in the School's accident book.

We ensure all elements of an accident, incident or near miss investigation are recorded and filed for future reference, where practicable, we therefore.

- Keep any records that are produced as part of the investigation process or from the initial report, photographs and records of remedial actions, changes to SSOW, Risk Assessments etc. It is recommended that these are kept for a minimum of four years in a secure location
- In the event the accident or incident involved a young person under the age of 18 then records must be kept for a minimum of three years following the date of their 18th birthday

FOOD POISONING

The correct authorities will be informed of any food poisoning affecting two or more children caused by food or drink (which has been positively identified as having been consumed on the School premises), within 14 days of it occurring.

SUPERVISION

For full details of the School's supervision of its children, please see Safeguarding Policy and the Supervision Policy. There are at least two adults (Class Teacher and Teaching Assistant) teaching Nursery through to Year 2, and at least one adult (the Class Teacher) in Years 3 to 6. If at any time the teacher leaves the room, the teacher assistant or another member of staff will be on hand to monitor pupils. Unless it is absolutely unavoidable children will never be left unattended in a classroom at any time.

Playground rotas are provided for staff and the Head Teacher ensures that a sufficient number of staff are on duty to supervise playtimes. During wet playtimes, teachers or another adult will remain with their children and the corridors will be monitored by playground supervisors/class teachers.

A playground risk assessment has been carried out and the Playground routine has been developed to ensure the safety of all pupils at playtime. Daily playground checks are carried out.

Adult/pupil ratios are not fixed and must take into account the nature of the group/individuals, any behavioural/medical/social needs and the activity being undertaken.

SCHOOL TRIPS & OFFSITE ACTIVITIES

As outlined in the School Journeys Policy, a risk assessment will be prepared by the class teacher acting as visit leader and signed off by the Head Teacher prior to any class trips. This will ensure that all risks associated with the journey and proposed activities are considered, as well as any specific children's needs.

A risk assessment is prepared for any offsite activities to ensure the safety of children at all times. For regular local visits, other procedures have been developed. More extensive planning, procedures and risk assessments have been developed for residential trips.

STAFF TRAINING

All staff will be required to read and understand the Health & Safety related policies and associated procedures. A training register will be maintained by the HR manager to ensure that all training certificates are kept up to date and staff have received induction for all relevant procedures. All supply teachers will be given access to the relevant Health & Safety procedures. Specific staff have Health and Safety training relevant to their role, e.g. Working at height, risk assessment, health and safety management (this list is not exhaustive). All those in named roles have the relevant training.

RISK ASSESSMENTS

As outlined above and in the Risk Assessment Policy, a risk assessment will be prepared for any activity on or off site which may pose a risk to the people taking part. A list of all recurring activities requiring risk assessments is kept and these will be reviewed by the Head Teacher on an ongoing basis.

Staff will be made aware of the danger of RSI and, in particular, of the dangers of spending too much time at a computer although the nature of work at the School does provide variety and therefore less exposure to injuries due to repetitive activities.

Staff who spend extended periods of time operating a computer may be required to undergo a Display Screen Equipment assessment.

CONTRACTOR MANAGEMENT

Branwood will ensure that any work involving the use of contractors will be undertaken safely and that our policy is clearly understood throughout the company, we will:

- identify the work, task or activities that require contractor involvement;
- check the competence of all contractors and select an appropriately experienced contractor;
- ensure that contractors undertake detailed risk assessments on all tasks that require their involvement;
- provide information, instruction and training;
- ensure that there is appropriate and sufficient co-operation and co-ordination between client and contractor;
- consult with all those involved in, or affected by, the work; and
- ensure that there are suitable management arrangements in place for the work being undertaken, including the provision of welfare facilities for use by contractors.

Procedure

To fulfil our responsibilities as outlined above, we will:

- carry out a review to establish what work, if any, is undertaken by contractors on our premises;
- ensure that an approved contractor list is compiled from contractors successfully meeting our criteria and only use contractors on this list;
- ensure that contractors undertake detailed risk assessments on all tasks that require their involvement;
- undertake site health and safety induction for all contractors not familiar with our premises;
- agree with contractors, prior to work starting, how work will be undertaken, what equipment will be used and what facilities will be made available to their staff;
- undertake regular briefings and meetings with contractors where work involves more than one day's work; and
- review contractor performance and provide feedback to the contractor on completion of the work

Policy - Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and pupils while they are at work/school, in relation to emergency situations, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Major Accident Hazards Regulations 1999 (as amended).

THE BRANWOOD BOARD RESPONSIBILITIES

To ensure that the risks from emergency situations are identified, any subsequent actions undertaken safely and safe systems of work are clearly understood throughout the company, we will:

- identify all potential emergency situations other than fire (see Fire Policy);
- avoid these emergency situations wherever practicable by good working practices;
- assess the impact of emergency situations and reduce unavoidable risks;
- identify the actions required to respond to an emergency;
- ensure that staff with key roles in emergency situations have the competency to deal with the situation;
- provide employees with adequate information, instruction and training to enable them to follow emergency procedures safely;
- ensure that adequate resources are made available to fulfil the requirements of this policy; and
- review this policy at least annually or more frequently if significant changes occur.

Procedure To fulfil our responsibilities as outlined above, we will:

- identify all emergency situations, excluding fire, which have the potential to occur in our workplace
- complete a detailed risk assessment of each potential emergency situation to assess whether it can be avoided and if not, the likely impact if it happens
- develop emergency response plans for each identified situation
- train key staff in the required competencies to enable them to develop and manage emergency plans
- inform all employees affected by emergency situations of any possible risks and how these can be avoided; and
- provide employees with sufficient information, instruction and training on approved emergency response plans to ensure their health and safety whilst undertaking tasks. See the related **Critical Incident Plan Policy**

SECURITY, ACCESS TO THE SCHOOL AND TRAFFIC MANAGEMENT

The Head Teacher is responsible for ensuring that the security at the School is of the highest standard to ensure the safety of all pupils, staff and visitors. Children are not permitted to enter or leave the School premises unaccompanied by an adult, unless written permission has been provided and agreed with Head Teacher All visitors who are unknown to staff and/or who have not been vetted for DBS certification must sign in on entry to the School and report to the Head Teacher or senior staff member. All visitors who are unknown to the School must present photographic ID to the office. No visitor or contractor will be allowed to move around the School premises unescorted unless they have received a DBS check. School opening and closing procedures have been developed to ensure procedures are in place to control risks associated with staff working after hours.

The Missing Child Policy and Procedures when a Child is not Collected on Time is followed in the event of any child who is suspected to have left the School premises unaccompanied.

The Head Teacher understands that the School's location poses risk with regards to traffic dangers. These have been carefully considered and the Start & End of Day Procedures developed to ensure that children reach and leave the School premises safely each day.

COVID 19 ADDENDUM

The School will continue to follow Covid-19 government guidance for schools. The guidance is subject to change and the School may have to adjust routines and plans accordingly during the academic year which may impact on this policy, particularly on in person fire safety training. All necessary adjustments will be communicated to parents in a timely fashion