



# Health & Safety Policy

For

## Cotteridge Primary School

Regulations for health & safety are continuously being refined to make much more clearly what must be done to ensure the safety of the whole school community. For Aided schools the Governing Body is the employer so they have an absolute responsibility for safety, which in turn will be delegated down to the Headteacher and other school based staff. Birmingham City Council are not the employer, but under SLA's can offer guidance and standards for safety to your school through official circulars/briefs or from Education Safety Services.

This General Statement expresses the current relationship between the parties concerned.

**Cotteridge Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School is committed to the UNICEF Rights Respecting Schools ethos and actively promotes the UN Convention on the Rights of the Child.**

Signed *Sarah Tomlinson* Chair of Governors (on behalf of G.B) Date 16/11/20

# School - Policy for Health & Safety

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# School - Policy for Health & Safety

## **1. STATEMENT OF GENERAL POLICY**

The Governing Body for Cotteridge Primary School acknowledge and accept their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools' business elsewhere.

This duty also extends to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

**1.1** On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- a. All persons employed at Cotteridge Primary School whilst they are at work;
- b. Persons other than Cotteridge Primary School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Cotteridge Primary School whilst they are at work.

**1.2** To effectively achieve this, Cotteridge Primary School will provide, so far as is reasonably practicable:

- a) Safe premises, plant and systems of work;
- b) Safe methods of using, handling, storing and transporting of articles and substances;
- c) Information, instruction, training and supervision;
- d) A safe working environment;
- e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

**1.3** The Governing Body for Cotteridge Primary School will adopt best practice safety policies, guidance and advice issued by BCC, and advice from Safety Services. Cotteridge Primary School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

**1.4** While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

**1.5** It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of health and safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

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## 2. ORGANISATION AND RESPONSIBILITIES

### 2.1 Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a **Safety Advisory Group**. The role of the Group will be to act as a communication link between the Governing Body, Headteacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented following any accident investigation (see most current accident forms on Birmingham Education Support Services Portal).
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Headteacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

Members of the Group shall include the following:

James Hawkins	Governor Representative
Liz Smart	Business Manager/Safety Coordinator
Anthony Lynch	Building Services Manager
Kirsten Lacey	Teaching Representative
Lisa Widdicombe	Non Teacher Representative

School has a strong ethos about empowering its pupils including an opportunity to make a contribution for a safer school. The School Council therefore is actively consulted and is able to make representation to the Safety Advisory Group.

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Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually by their respective bodies as appropriate and confirmed by a full governing body at its AGM. The Group will meet at least each term and more often at the request of one Group member, the Headteacher or the Governing body.

### 2.2 Headteacher

The Governors charge the Headteacher with the day-to-day responsibility of managing and enforcing Cotteridge Primary School Health and Safety at Work Policy. Where necessary the Headteacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Deputy Headteacher will assume these responsibilities in the absence of the Headteacher

### 2.3 Senior Management Team

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

**They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work. Risk assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Cotteridge Primary School's Health and Safety Management.**

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility to identify hazards and bring any concerns to the attention of the Safety Coordinator. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and kept on file for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Headteacher or Safety Coordinator. The Senior Leadership Team and Phase Leaders will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Headteacher.

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### **2.4. Health and Safety Co-ordinator**

Liz Smart is appointed by the Headteacher to assist in the day-to-day implementation of the School safety plan. As Safety Co-ordinator her role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. She will also be responsible for convening meetings of the Safety Advisory Group, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. She will endeavour to keep up-to-date with safety regulations and through the Safety Advisory Group initiate steps that ensure arrangements for health and safety at Cotteridge Primary School conform to both current regulations and best-known practice.

### **2.5 Teaching Staff & Support Staff**

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their area of work.

They will ensure their designated Zones are inspected regularly to identify hazards and bring any concerns to the attention of the Headteacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Headteacher or Safety Coordinator. Leaders will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Headteacher.

### **2.6 Office Staff**

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their area of work.

They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager or a member of the Safety Advisory Group. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their charge will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their designated SMT member / Headteacher. Classroom Teachers/Business Manager will also assist in the

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implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Headteacher.

### **2.7 Building Services Manager (BSM)**

The BSM has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Headteacher. The BSM is also responsible for the supervision of cleaning staff. He will be responsible for undertaking/assisting in the risk assessment process in matters relating to his work and that of other members of staff that his work may effect. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the BSM will identify quickly areas that threaten the safety of himself, pupils or other members of staff.

The BSM will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Headteacher/Safety Co-ordinator. Where necessary, a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Headteacher or Safety Co-ordinator. The BSM will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Headteacher.

### **2.8 All Other Staff (Non-Supervisory)**

A vital role and responsibility for implementing Cotteridge Primary School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the schools managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager.

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## **3 ARRANGEMENTS**

The Governing Body will ensure that those appointed and charged with responsibility for implementing Cotteridge Primary School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required under a Service Level Agreement (SLA) advice and support can be sought from Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

**Staff will be made aware and encouraged to consult the safety policy and/or Safety Services Safety web site for guidance on specific safety topics.**

The arrangements for managing health and safety within Cotteridge Primary School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

### **3.1 Safety Services – Schools - Policies for Safety**

Useful information, guidance and policies can be viewed on the Schools internal site. Information and guidance can also be found at [birminghameducationsupportservices.co.uk](http://birminghameducationsupportservices.co.uk)

Safety Services provide support and advice on 0121 303 2420, or email [schoolsafety@birmingham.gov.uk](mailto:schoolsafety@birmingham.gov.uk)

### **3.2 Staff Induction**

All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are assigned a mentor who guides them through the induction process. Safety policies are available through the internal school network drive.

### **3.3 Fire Safety**

The Headteacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. In addition it will be ensured that arrangements for staff training are undertaken and recorded, and procedures to be followed in the event of a fire emergency are set out.

All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in Headteacher's office.

### **3.4 Security**

The school will undertake a review of security annually. This will be undertaken by the Safety Advisory Group. Findings will be recorded and progressed onto action plan of remedial measures Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Headteacher.

### **3.5 Safety Training**

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

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### 3.6 Risk Assessment

Premises and Safety sweeps will be undertaken of the areas but if there is a task to be undertaken that presents a significant risk of injury then fill out the Risk Assessment Template.

### 3.7 Premises Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible and reported to members of the Safety Advisory Team, which will be recorded.

Where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

Any issues raised on the Safety Sweep forms will be collated into a 'job list' and distributed to those people who are required to action them. Completed checklists along 'job list' documentation of any remedial action taken will be retained in a Safety Sweep folder held in the school office for future audit inspection.

These arrangements will be closely monitored and checklists inspected annually by the Safety Advisory Group. Any failure to comply with these arrangements must be brought to immediate attention of the Headteacher & Governing Body.

### 3.8 Play Area and Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSM and Lunch Time Supervisors sweeping designated safety zones within the playground or grounds and recording findings. Staff are reminded to report any issues immediately to the Safety Advisory Group and can also report it on our internal Every System.

### 3.9 Working at Height

Headteacher/Leaders/Managers and Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

A Line Manager will be informed and will approve a plan for working at height before the task is carried out. Recorded risk assessments will be passed onto a

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Line Manager for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings. Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment will be fully inspected every 6 months by BSM and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by the Safety Advisory Group every 12 months.

### **3.10 External Educational Visits**

Mrs Tucker has been appointed and trained as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures.

### **3.11 Stress/Well-being**

The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times**.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager who will if necessary seek external advice from Schools Employee Relations, BCC Occupational Health or other Service or external provider.

The School adopts the Mental Health & Well-Being Policy Guidance as recommended by Safety Services. Support for staff is provided through the 'Help' Employee Assistance.

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager who will if necessary seek external advice from Schools Employee Relations Service or Health and Well-being service on 0121 303 3300.

### **3.12 First Aid**

The school have appointed and trained first-aiders. The school is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The school reinforces the 1<sup>st</sup> Aid plan by providing periodic awareness training for all staff.

### **3.13 Accident Reporting and Investigation**

Accidents involving pupils will be recorded and copies kept in the First Aid Room. All pupil with head injuries, parents are contacted immediately. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to CYPF Safety Services.

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**All** accidents involving staff must be reported and recorded on the Accident A1 form and sent to CYPF Safety Services.

All A1 accidents will be investigated by a member of the Safety Advisory Group in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

### 3.14 Key Building Duty Holders

The main building duty holder for Cotteridge Primary School is the Headteacher and the BSM.

### 3.15 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies.

**This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.**

This arrangement will be closely monitored by BSM to ensure tests results are entered into the Property Log Book.

### 3.16 Asbestos Management

Recognising the absolute duty to **manage** asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Education Safety Services Health & Safety:

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed.

The Duty Holder responsible for strict enforcement of this arrangement is the Headteacher and BSM.

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### **3.17 Substances Hazardous to Health**

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

Contractors will ensure all cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002).

### **3.18 Electrical Equipment**

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.15 above), staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of a member of the Safety Advisory Group.

### **3.19 Tools and equipment**

All tools and equipment, such as paper cutters, used in classrooms will be properly stored to ensure no unauthorised or unsupervised use. Only rounded blunt scissors will be used by pupils.

As part of the planning process for curriculum activities that involve tools and equipment, Teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

### **3.20 Visitors and Contractors**

All visitors to the school must sign in and be supervised by a member of the school staff at all times. Contractors must report to the school office who will contact either the BSM or SBM who will ensure appropriate Contractor School Rules and/or for the Contractor RA to be completed for larger jobs.

### **3.21 Cooperation Liaison with other site/tenants users**

Schools can have other agencies/partners working within the school. More recently extended schools programmes issues that would need cooperation and liaison are likely to include Security, Fire Safety and First Aid. It's really about joined up thinking and communication to ensure the questions have been considered.

All outside organisations such as sports coaches, the school request copies of Risk Assessments, DRB's and insurance documents.

### **3.22 Vehicle/Pedestrian Traffic**

If there is any possibility of a conflict between people and traffic a risk assessment must be undertaken. Such a risk assessment would identify the critical periods of the school day where there is a significant risk of accident involving vehicles moving on the site. Control measures may need to include

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corridors of time when vehicles do not move and in particular at the beginning and end of the school day.

### **3.23 Holiday Shut Down**

Many schools have deep cleans and refurbishment work undertaken during holidays. This can often involve contractors or other staff undertaking tasks that could be hazardous and jobs that would fall outside the normal routines such as moving heavy furniture about.

### **3.24 Safety Audit Arrangements**

An audit of the safety management of the school will be undertaken annually this will allow the school to see how effective this policy has been implemented and to evaluate the overall safety management of the school.

### **3.25 Policy Review Date**

Will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

Next review date will be **11/2021**

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## Risk assessment template

**Company name:** \_\_\_\_\_

**Assessment carried out by:** \_\_\_\_\_

**Date assessment was carried out:** \_\_\_\_\_

**Date of next review:** \_\_\_\_\_

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done