



An Academy

BOUGHTON PRIMARY SCHOOL: AN ACADEMY



An Academy

Health and Safety Policy

PERSON RESPONSIBLE FOR POLICY:	MRS MARY JAMES
APPROVED:	FGB MTG 7TH JULY 2021
BY:	FULL BOARD OF TRUSTEES
TO BE REVIEWED:	JULY 2023

Health and Safety matters are EVERYONE's responsibility. However, these are the named individuals in the event of a concern or incident.

Head Teacher	School Business Manager	Chair of Trustees
Mary James	Elaine Webster	

This policy is to be used in conjunction with the following Boughton Primary School policies:

- Safeguarding and Child Protection*
- Hot Works*
- Managing Medical Needs in School*
- Educational Visits*
- Toileting and Intimate Care*
- Online Safety*
- Positive Behaviour*
- Anti-Bullying*

It is our expectation that everyone understands and adheres to our values and Behaviour Promise: **Be Kind, Be Safe, Be Responsible.**

Academy employees and visitors are expected to **assess risk** in advance or, at times, in the moment.

All efforts **must** be made to reduce the risk of incident, accident or injury at all times.

Every stakeholder has a duty to be responsible for their own safety.

Leaders and Trustees take seriously their duty of care to all.

1. Context

Health and Safety has a very high priority at Boughton Primary and it is our intention that all stakeholders (Trustees, staff, pupils and parents) share responsibility for their own safety and that of others. This policy is shared with all stakeholders and will be reviewed on a bi-annual basis, or sooner in response to any major incident or changes in legislation.

2. Statement of Intent

- The Trustees of the school recognise and accept their corporate responsibility as an employer for providing a safe and healthy environment for the teaching and non-teaching staff in their employment, for the children attending the school and for other people who visit or are users of the school
- They will take all reasonable steps within their power to fulfil this responsibility and they will pay particular attention to the provision and maintenance of facilities and equipment that are safe, to safety arrangements, especially in areas of high risk, to imparting information and advice conducive to safety and to the provision of a healthy working environment and of adequate welfare facilities. Management is responsible for ensuring the highest possible standard of occupational health.
- The Trustees recognise their responsibility to implement, monitor and evaluate the arrangements recommended by their employers and their duty to ensure that all legal requirements are addressed.
- Every employer is required to produce and to keep under review a written statement of general policy with respect to the health and safety at work of employees and the organisation and arrangements of all employees. The Trustees, as the employer, have produced the following policy statement for the school. All members of staff should be made aware of this statement and the procedures and arrangements for health and safety.

3. Responsibilities and Organisation

The Trustees

The general duties of the Trustees to their employees are set down in Section 2 of the Health and Safety at Work Act 1974 (HSWA):

- **Section 2 (1)** *“It shall be the duty of every employer to ensure, as far as reasonably practicable, the health, safety and welfare at work of all employees”.*
- **Section 2(2) (a)** *“The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health”.*
- **Section 2(2) (b)** *“Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.*
- **Section (2) (2) (c)** *“The provision of such information instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees”.*

- **Section 2 (2) (d)** *“So far as is reasonably practicable as regards any place of work under the employer’s control, the maintenance of it in such a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks”*
- **Section 2 (2) (e)** *“A safe environment with adequate welfare facilities”*

The Management of Health and Safety at Work Regulations 1999 (MHSWR) cover the same geographical area as the HSWA and cover all workplaces and work activities. They contain more specific and detailed requirements. They are published by the HSE, as well as Approved Codes of Practice (ACoP) and Guidance.

The Resources Committee will be responsible for all matters relating to the policy. This committee will complete reports on a termly basis and report matters to the Board of Trustees (unless urgent action is required). Risk assessments will be brought to this committee and they will carry out regular school tours to monitor health and safety issues.

The Head Teacher

- All problems relating to health and safety matters should be brought to the attention of the Head Teacher.

The Head Teacher (or her delegated representative) will:

- Instil a positive culture with regards to health and safety by being an advocate and visible figure of action
- Take day to day responsibility for all health and safety matters.
- Liaise with the Trustees and carry out their recommendations in order to help to ensure that the responsibility as stated in its Policy Statement is fulfilled.
- Ensure risk assessments are completed when appropriate and accurately reflect potential risks/hazards and suitable control measures. Risk Assessments are stored on the school network’s staff drive.
- Judge whether the steps that need to be taken to remove potential hazards are ‘reasonably practicable’ and lie within his/her executive authority and, as appropriate, take action.
- Report to the Trustees regularly on health and safety matters and to seek their decision in those instances where their normal executive authority does not allow them to take action or where they have doubts about the practicality of a proposed solution.
- Take note of health and safety bulletins and safety instructions issued from time to time by the external agencies, and arrange for this information to be completed and disseminated.
- Investigate, as soon as practicable after their occurrence all accidents and dangerous occurrences and to report thereon to the Trustees, Local Authority and Health and Safety Executive as necessary or appropriate.
- Be readily available to accredited Safety Representatives and co-operate with Safety Representatives carrying out inspections of the workplace.
- Receive written reports from Safety Representatives following an inspection of the workplace and to reply in writing to the points made.

- Ensure adequate arrangements for the establishment and running of school Health and Safety Committees and that decisions reached are executed.
- Ensure that a person is nominated as being in charge in his/her absence, that procedures are in place to inform all staff of this and that the nominated people are clear as to their responsibilities.
- Ensure that Health and Safety is an agenda item at staff and SLT meetings at least once a term.

School Business Manager

The School Business Manager will:

- Arrange for training on Health and Safety matters, e.g. updated first aid training; dependent on the needs of the staff.
- Inform staff of current information on potential hazards.
- Ensure adherence to the Health and Safety policy by all staff, including cleaning staff.
- Regularly check workplaces and equipment and report any hazards to the Head Teacher.
- Keep an up to date list of all Safety Representatives in the establishment, both teaching and non-teaching (including Education Catering Staff).
- Ensure that those contractors employed to undertake work at the premises conduct appropriate risk assessments, provide the necessary documentation and undertake that work in a safe manner, so that they do not expose employees or persons using the premises to health and safety risks.
- Delegate the administrative aspects of the role to the School Administrator, as appropriate.

Staff

- All staff will sign and say they have read and accepted the Policy.
- All staff have a responsibility to safeguard themselves and others in all activities which they undertake being aware of latest guidance. Risk assessments must be carried out on high risk activities including on-site activities and off-site visits.

4. Policy Implementation

The Board of Trustees will:

- Participate in and/or arrange for regular inspection of the premises in order to identify and institute remedial work necessitated by any risk to health and safety as derived from the premises, materials or equipment. This testing will be completed routinely, but also when considering changes to the school environment, such as building works or operational changes.
- Ensure through the Head Teacher that those contractors employed to undertake work at the premises undertake that work in a safe manner, so that they do not expose employees or persons using the premises to health and safety risks. In

particular, where risk is involved, the Head Teacher (or her delegated representative) will:

- Contact the appropriate office and report the situation.
 - Take steps to ensure that all persons are kept well away from the area until the danger is removed.
 - Bring it to the attention of the senior representative of the contractor on site if the danger is imminent.
- In accordance with The Management of Health and Safety at Work Regulations 1999 (MHSWR), the Board of Trustees will monitor to ensure that suitable risk assessments to be made in relation to all work activities that could involve hazards to any person's health and safety and will record the result of such assessments and the measures being taken to eliminate and reduce those risks.
 - Monitor to ensure that suitable risk assessments are made in relation to all work activities that could involve hazards thus adhering to the Control of Substances Hazardous to Health (COSHH) Regulations and other relevant regulations appropriate to the school environment, such as equipment testing.
 - Take account of health, safety, building and premises needs as part of the academy's 3-year budget plan.
 - Will discuss and take decisions on health and safety matters regularly at the meetings of the Resources Committee, and at full board level when needed. The Resources Committee can agree any spending required.
 - Will, with other agencies as appropriate, make financial provision for:
 - Providing appropriate training for safety.
 - Disseminating health and safety information.

The Head Teacher (or her delegated representative) will:

- Ensure that new members of staff, contractors, regular visitors e.g. students, work experience placements, volunteers are fully briefed on health and safety arrangements. This is currently done by providing a leaflet to all visitors upon arrival at the school.
- Ensure that contractors' safety policy statements and safe working methods will be requested and examined prior to work commencing.
- Ensure that any premises defect etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect.
- Record and report any defect or concern together with the action taken to rectify the situation.

Accidents/Incident/Injuries/Health Scares

- General, minor accidents (bumps, cuts, bruises) are recorded in the First Aid book, kept with the First Aid equipment outside the Head Teacher's Office.
- Any more major incidents, accidents (and near misses), for both pupils and adults in school, are recorded on My Concern, whether or not they involve absence from school. Staff should discuss the concern with a senior leader first, to agree the process to be followed.

- When a serious accident or incident occurs, it is important that the site is left untouched until advice is obtained. Union Safety Representatives also have the right to inspect the site of an accident or serious incident.
- In the event of a health scare (e.g. communicable illness within the staff or pupil group), the school will: contact the School Nursing Service for advice (0300111102 Option 4); share information as appropriate via the school website; send a letter to parents by email; advise parents when the risk has passed. Information will be shared on a need-to-know basis.
- Appendix A features a flow-chart with what to do in the event of a major incident or accident.

Medicines and First Aid

- Prescribed medicines are administered with parental consent; these are kept in named containers, a lockable cabinet in the staff room. Antibiotics are kept refrigerated and in a sealed, named container.
- First Aid boxes are located around the school. Each class has a First Aid bag to be taken out by the staff member on duty.
- In January 2021, teachers, teaching assistants, office staff and lunchtime supervisors had First Aid training from St. John's Ambulance. This will be updated in **January 2023**
- One member of staff holds a Paediatric First Aid certificate.
- All staff are responsible for regularly checking and re-stocking the first aid boxes and bags.

Fire Precautions

- Frequency of Fire Drills: once a term
- Fire Exits: see Fire Risk and Log Book Files
- Procedure: see Fire Risk and Log Book Files
- Fire Alarm: see Fire Risk and Log Book Files
- Fire notices are displayed in all classrooms (location - Fire Exit) and offices.
- In the event of evacuation, no member of staff or pupil shall re-enter the building.

Resources Committee

The Resources Committee has a termly Health and Safety focus. Two members of the committee, or a member of the committee and a member of staff conduct a Health and Safety walk-round once a term. An audit is completed which is shared with the committee, minuted and relayed to the full board.

Issues arising between meetings are advised to the Head Teacher, to either take to the committee or to escalate if immediate action is needed.

No-Smoking Policy

The school adheres to English law with regard to no smoking on school premises. Reminders are displayed on the school site. Those wishing to smoke must do so off-site and out of the view of pupils. Visitors and contractors to the school should be made aware of the school policy. The no-smoking ban extends to times of closure too.

School Journeys, Activities and Visits Policy

- **Trustees' Responsibility**

The Board of Trustees, via the Head Teacher's Report to Governors, is informed in advance of school journeys, activities and residentials.

Approval of the full board has been delegated to the Head Teacher; risk assessments are authorised by the Head Teacher, which includes Category C visits.

- **Head Teacher's Responsibility**

The Head Teacher will ensure that any journey will be properly planned, the appropriate staff appointed, suitable transport provided, appropriate forms, checks and risk assessments completed, and that liaison with the Board of Trustees is maintained as appropriate.

- **Staff Responsibility**

It is our belief that school visits and extra-curricular activities provide opportunities for learning through direct experience and they can make a significant contribution to the educational development of the child. At Boughton Primary, visits and activities have a valuable position in our curriculum. Children will benefit throughout their primary education by a variety of out of school experiences. These must be organised so that the experience for the children is safe and structured.

Strict procedures are firmly adhered to when planning activities or organising visits outside the school. Full guidance with regard to risk assessment, planning and organising visits including the emergency procedure can be found in the **Educational Visits Policy** and guidance can be sought from the school EVC, the Head Teacher or an external competent person.

- **On-site activities, e.g. breaktimes, lunchtimes and outdoor learning opportunities**

We recognise the value of outdoor play for pupils' physical and mental well-being. However, certain activities bring with them a greater risk of incident, accident and injury:

- Tree climbing
- Den building/playing with sticks
- Playing in the bushes and shrubbery
- Climbing or using the trim trail

Even with a full risk assessment, it becomes very difficult to reduce the risk of a fall from a tree, therefore we have taken the decision to ban tree-climbing in the school grounds.

Any activity requiring climbing can take place if fully risk assessed and if appropriate equipment is available (for example, visiting the high ropes at a country park).

Playing in bushes, den building etc can be carried out as part of the outdoor learning curriculum, but only if fully risk-assessed and supervised with a higher ratio of adults to children than would normally be available for a general break or lunch time.

APPENDIX A: FLOW CHART FOR EMERGENCY SITUATION (ACCIDENT AND INJURY)

NB: The school's position is that "prevention is better than cure." Therefore, it is the expectation of school leaders that any activity will have been fully risk assessed and appropriately supervised before being allowed to proceed.

IF AN INJURY OCCURS:

1. Staff on duty/supervising to attend to the injured party and shout/send for assistance. **Mobile phones are allowed to be used for this purpose.**
2. Staff on duty and additional first aider attend to the injured party. Send for Head Teacher **AND** Deputy Head **OR** School Business Manager.

