



## **DOROTHY BARLEY JUNIOR ACADEMY HEALTH & SAFETY POLICY**

### **Other related policies:**

- **First Aid Policy**
- **Safeguarding & Child Protection**
- **Risk Assessment guidance**
- **Lone Working Policy**
- **Working at Heights Policy**

**This policy was devised and adopted in September 2014**

**It was last reviewed September 2019**

### **1.0 Introduction**

1.1 Dorothy Barley Junior Academy (DBJA) has a duty under the Health and Safety at Work etc Act 1974 to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people (e.g. pupils/visitors).

1.2 This policy should be read in conjunction with LBBd Central Safety Policy Statement and the Strictly Education Health and Safety Policy. Copies of these documents, along with other Local Codes of Practice (LCoPs) and information on health and safety matters, can be found in the school safety manual.

1.3 The objectives of this policy are to ensure the following, as far as is reasonably practicable:

- a) Equipment and systems of work are safe and without risks to health;
- b) Safe arrangements for the use, handling, storage and transport of articles and substances;
- c) Sufficient information, instruction, training and supervision to enable all employees to identify hazards, reduce risks and contribute positively to their own and to others safety and health;
- d) A safe and healthy place of work, including safe access to and safe egress from it.
- e) A healthy working environment in line with current legislation identifying, eliminating and controlling risks.
- f) Adequate welfare facilities.

1.4 This policy has been formulated with reference to the need for employer/employee consultation on health and safety matters and the need to consult individuals before the allocation of particular health and safety functions.

1.5 Expert advice for determining the risks to health and safety within the establishment and the precautions required to deal with them is available from the borough Health and Safety Advisor, Leanne Mahoney. Her email address is: [Leanne.Mahoney@lbbd.gov.uk](mailto:Leanne.Mahoney@lbbd.gov.uk)

## **2. The Organisation for Implementation and Allocation of Functions**

### **2.1 The Council**

The ultimate responsibility for health and safety in the school rests with the employer (REAch2). In practise functions are delegated. Reference is made in LBBB Central Safety Policy Statement and LCoP 12 'Managing health and safety'

### **2.2 The Local Governing Body Chair: Mr Deadman, REAch2 Academy Trust**

The Governing Body will work together with the Headteacher, The Council and Strictly Education to establish and meet health and safety objectives. Specifically, the Governing Body will act to:

- Act in accordance with the policy and guidelines issued by the Council and Strictly Education;
- Ensure that adequate policies and procedures are in place; and
- Monitor the implementation of policies and procedures.

The Governing Body will address health and safety matters via Governing Body and sub group meetings.

An annual report will be submitted to the Governing Body by the Headteacher regarding the school's health and safety performance. See Appendix 1.

### **2.3 The Headteacher Miss Leicester & Deputy Headteacher Miss O'Connor**

Main functions are:

- (a) Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy, LCoP's etc;
- (b) Ensuring termly inspections and risk assessments are carried out (Refer to LCoP's 12, 15 and 21);
- (c) Submitting inspection reports to Governors and Strictly Education as appropriate;
- (d) Ensuring appropriate action is taken;
- (e) Passing on information received on health and safety matters to appropriate people;
- (f) Carrying out investigations where necessary;
- (g) Chairing health and safety forums (e.g. staff or governing body meetings);
- (h) Identifying staff training needs;
- (i) Liaising with governors and/or the Council and Strictly Education on policy issues and any problems in implementing the health and safety policy;
- (j) Co-operating with and providing necessary facilities for trades union safety representatives to carry out their function.

### **2.4 The Assistant Headteachers: Miss Andrews, Miss Lewis & Mr Arrowsmith**

Main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy and LCoP's, etc;
- (b) Drawing up and reviewing departmental/faculty procedures from the relevant LCoP's;
- (c) Carrying out termly inspections and making reports to the Headteacher;
- (d) Ensuring appropriate action is taken;
- (e) Arranging for staff training and information;
- (f) Passing on health and safety information received to appropriate people;
- (g) Acting on reports from above or below in the hierarchy.

### **2.5 Other staff**

Main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy;
- (b) Checking classrooms/work areas are safe;
- (c) Checking equipment is safe before use;
- (d) Ensuring safety procedures are followed;
- (e) Ensuring protective clothing/equipment is used, when needed;
- (f) Participating in inspections and the health and safety meetings, if appropriate;
- (g) Bringing potential problems to the relevant manager's attention.

### **3.0 Legal duties of all employees**

The Health and Safety at Work Act etc. 1974 states:

“It shall be the duty of every employee while at work:

- (a) To take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions of work, and
- (b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with”

The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions”

**In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:**

- (a) To know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (b) To observe standards of dress consistent with safety and/or hygiene.
- (c) To exercise good standards of housekeeping and cleanliness.
- (d) To know and apply the emergency procedures in respect of fire and first aid.
- (e) To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- (f) To co-operate with other employees in promoting improved safety measures in their school.
- (g) To co-operate with the union safety representative and the enforcement officer of the Health and Safety Executive.

### **4.0 Special obligations of Class Teachers**

The safety of pupils in classrooms, ICT rooms, libraries, halls and workshops etc is the responsibility of class teachers who have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, (e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work) a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher before allowing practical work to take place.

Class teachers are expected:

- (a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.
- (b) To know the safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- (c) To give clear instructions and warning as often as necessary.
- (d) To follow safe working procedures personally.
- (e) To call for protective clothing/equipment, safe working procedures, etc. when necessary.
- (f) To make recommendations to their Phase manager etc. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

### **5.0 The Union Safety Representative**

(Refer to LCoP 27 Safety Representatives and Safety Committees)

The Union Safety Representative for the school is to be appointed.

Union safety representatives have various rights given to them. For example, they have the right to time off with pay for training, and to the facilities necessary for them to carry out their role; they can also carry out workplace inspections and investigate accidents on behalf of their trades union. These inspections and investigations are quite separate from those carried out on behalf of employers; (i.e. Union Safety Reps do not inspect on behalf of the Headteacher/site manager). Safety representatives must be consulted by employers on any measures that may substantially affect the health and safety of employees, and on a range of other issues.

### **6.0 Pupils**

Are expected:

- (a) To exercise personal responsibility for the safety of self and classmates.
- (b) To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- (c) To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- (d) To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

### **7.0 Visitors/Security**

(Refer to LCoP 9 Improving security in schools)

Regular visitors and other users of the premises (e.g. contractors and delivery persons from specific companies) are required to observe the safety rules of the school. In particular parents helping out in school will be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

All visitors must report to the reception office where an electronic 'signing in' system is in operation.

## 8.0 Staff holding positions of responsibility

### 8.1 The Management Chain

Level (1) Headteacher School Business Manager

Level (2) Deputy Headteacher Assistant Headteacher

Level (3) Teacher Teaching Assistants

### 8.2 Delegation of functions

Level (1) - Day to day responsibility for all health and safety matters  
 - Liaise with REAch2, Governors, the Council and Strictly Education

Level (2) - Implement phase procedures  
 - Arrange for staff to be trained/informed  
 - Check procedures are followed

Level (3) - Check work area/equipment is safe  
 - Check procedures are followed  
 - Report defects  
 - Carry out special tasks (e.g. first aid)

<u>NAME</u>	<u>POSITION</u>	<u>AREA OF RESPONSIBILITY</u>
Cathy Leicester	Head teacher	Overall school management
Lauren O'Connor	Deputy Head	
Rebecca Andrews	Assistant Head teachers	Support with school management
Lorraine Lewis		
Kim Arrowsmith		
Leigh Corris/Sue Guyatt	School Business Manager	Office Management, Finance, Health & Safety
Steve Pyne/Debbie Waller	Site Officer	School building and grounds

## 9.0 Arrangements for Health & Safety

The school health and safety manual LCoPs' form part of the school arrangements. These are disseminated to relevant staff and implemented. References to relevant LCoPs are made in this section. See Appendix 2.

### 9.1 Supervision of Pupils

- a) A record of all accidents will be kept.
- b) The recorded information should be kept in a book.
- c) Action taken for the injured person needs recording.
- d) A description of what happened should be included.
- e) Class teacher informed if serious e.g. head injury.
- f) Parent/carer informed by note or telephone. This should also be recorded.
- g) Primary first aider to sign any entries.

### 9.2 Provision of First Aid

(Refer to LCoP 35 - First Aid in Educational Establishments)

The school has designated First Aiders- please see Appendices on First Aid Policy

First aid boxes are provided in:

- The medical room
- By the Year 3 Girl's toilets

There are first aid posts during play and lunch times located:

- Medical Room
- By the Year 3 Girl's toilets

The person(s) responsible for checking and maintaining the contents of first aid boxes is: Miss White. These are periodically checked by Miss Corris, Health & safety Lead

### LEIGH CORRIS (HEALTH AND SAFETY REP)

## 10.0 Accident/Incident/Disease reporting and investigating

(Refer LCoP 1 Accident Reporting etc.)

If anyone should become ill or suffer injury as a result of an accident the procedures below must be followed.

- (a) First Aid should be rendered, **but only as far as knowledge and skills admit**. If circumstances necessitate, the trained first aider should be summoned immediately to tend to the patient. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- (b) If the patient needs to be taken to hospital then an ambulance should always be called. If an ambulance is required the emergency "999" service should be used. For cases of a less severe nature then it may be appropriate to transport a member of staff/pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes

he/she must ensure that he/she has obtained specific cover from his/her insurance company). Whenever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

(c) Accident Forms

**Accidents must be reported in accordance with LCoP 1 Accident Reporting and Investigation. Some accidents require reporting immediately online to the Health and Safety Executive via Riddor if a child or adult attends hospital.**

Every case of injury, accident or incidents, including cases of physical or verbal violence must be fully and accurately reported and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtained from the medical office. Completed forms should be passed immediately to Leigh Corris, Health & safety Lead who should investigate the accident and report to the Headteacher. An accident form must be completed for any pupils or staff admitted to hospital, and logged on RIDDOR within 24 hours. For pupils not attending hospital, an accident form must be filled in in the medical room and accident procedures followed.

### **11.0 Fire and emergency procedures**

(Refer to: LCoP 33 Emergency Procedures and LCoP 34 Fire Precautions)

It is the duty of all members of staff to carry out the fire and emergency procedures as follows:

**(i) Escape Routes**

The site officer is responsible for ensuring that all escape routes are kept clear and reporting any building defects.

**(ii) Fire Fighting Equipment**

All firefighting equipment is serviced annually by: Fire Mark

The School Contractor is responsible for ensuring that the annual service takes place, and that an inventory of all equipment and a plan showing its location is held by the school.

**(ii) Fire Alarms**

Fire alarms are tested weekly by site officer and recorded in the fire alarm logbook. Fire alarms maintenance is the responsibility of the School and the system should be inspected/tested four times a year (by the Alarm Contractor). Faults are reported to the Electrical Section.

**(iii) Fire Drills**

Termly fire drills will be arranged by the Head teacher

The purpose is to remove everyone from the building as quickly as possible, assemble them in a safe place and check attendance. The following staff have specific responsibilities:

Refer to Class Exit Routes and Fire and Emergency Procedures 2016 - 17

**(v) Evacuation Procedures for Serious and Imminent Danger**

It is the duty of all members of staff to carry out the procedures necessary to stop work and move to a place of safety when faced with a situation presenting serious and imminent danger.

## **12.0 Health & Safety guidance and advice**

Staff will receive copies of relevant health and safety documentation issued by the Council and Strictly Education by means of Health and Safety Notice board in the staff room.

All staff must ensure that guidance is adhered to. A central copy of the School Health and Safety Manual is available for all staff in: The School Office.

A copy of the Strictly Education Health and Safety Newsletter is displayed in the staff room. Its contents are integrated into the school policy / procedures.

### **12.1 Training**

It is the responsibility of senior managers to identify the training needs within their area of responsibility and advise the Headteacher. All staff are encouraged to request release to attend health and safety training courses.

## **13.0 Maintenance and repairs**

(Refer to LCoP 3 Building works in education establishments and LCoP 3A Employing competent contractors)

(i) The School Condition Survey itemises works requirements, together with cost estimates. With Fair Funding all items over £20k are the responsibility of the Council, and those below £20k, the School. All defects must be reported as appropriate, for repairs to be carried out. All maintenance items reported to the Building Consultancy for their action should be recorded in the Maintenance Book, Ref. PS 6170.

(ii) Lightning protection should be arranged every 12 months either via the Electrical or another Contractor. The test and inspection certificate is held by the Electrical Section/Contractor (with a copy for the School). Contact 020 8496 6163.

(iii) Gas equipment is serviced annually by a CORGI Registered Engineer

## **14.0 Electrical equipment**

(Refer to LCoP 7 Electricity at work).

(i) All portable appliances will be tested annually by Ultimate Fire & Security.

A copy of the inventory of the electrical equipment tested including test results will be held in the main office. All staff must visually check all electrical appliances prior to their use and report any defects to the Head of Department/senior staff. All defective equipment must be taken out of use immediately. Privately owned appliances must not be used.

(ii) With Fair Funding, the School should inspect fixed wiring every 5 years. This can be arranged and monitored by the Property Department's Electrical Section or the School's own Contractor. Certificates of inspection are held by the Electrical Section/Contractor (with a copy to the school).

Enquires to: 020 8496 6161.

## **15.0 Machinery and plant**

(Refer to LCoP 32 Work equipment)

(i) All machinery and plant must be checked for health and safety prior to being used on site.



(ii) Heads of Department/senior staff must ensure that there is a system of inspection to identify and risk assess any dangerous machinery.

(iii) With Fair Funding, Pressurised plant is the responsibility of the School and is inspected and should be tested by Property Department's Mechanical Section or the School's own Contractor. The Mechanical Section/Contractor holds records of inspection. Contact: 020 8496 6270

(iv) Lifting machines are the responsibility of the School and are inspected and tested every 6 months by the Council's Electrical Section who hold the certificate of inspection. In addition the Electrical Section arranges for these machines to be serviced 4 times a year.

(ii) The boiler is the responsibility of the School. Boilers are serviced annually.

### **16.0 Contractors on site**

(Refer to LCoP 3a Competent Contractors and LCoP 9 Improving Security in Schools)

The site officer or office manager will be responsible for Contractors entering or working within the School he will be responsible for monitoring the work.

If contractors' activities create a risk to health and safety of staff, pupils visitors etc the head of establishment should issue any instructions necessary to reduce the risk. The Project Officer should then be notified. Assistance may be sought from Strictly Education Health and Safety Management/The Building consultancy.

### **17.0 Asbestos (see also REAch2 Asbestos Policy)**

If major works are being carried out Asbestos checks can be arranged via the Borough. There are no issues at the present time.

### **18.0 Risk Assessment**

(Refer to LCoP 15 Risk assessments)

(i) Risk assessment is a legal requirement. It is the process of identifying hazards and assessing the risks of harm and loss threatened by the hazard. The assessment considers consequences and implements control measures to reduce the level of risk of harm.

(ii) The Headteacher will ensure that a risk assessment of the premises, methods of work and all school-sponsored activities are conducted on a regular basis. The assessment will identify defects and deficiencies, together with the necessary remedial action or risk control measures.

(iii) Generic risk assessments (i.e. one risk assessment applicable to more than one person or workplace or applicable to similar tasks) are produced by Strictly Education Health and Safety Management. Such assessments are adapted into the school working practises.

(iv) Regular reminders on risk assessment and topics that may require risk assessing feature in issues of health and safety news.

(v) Reporting Of Hazards.

Any person noticing a hazard (something with a potential to cause harm or loss) should immediately take steps to protect other persons from the hazard. It should then be reported to:

The site officer for building defects

The site officer for equipment

(Or the appropriate person, if the hazard was due to poor planning of an activity.)

The union safety representative should be consulted on risk assessment.

(vi) Control Of Substances Hazardous to Health (COSHH). Also see COSHH guidance.

All substances/equipment used within the establishment must comply with LCoP 18 COSHH. Risk Assessments for new substances must be provided. It is the responsibility of the School to inspect and test fume cupboards once every fourteen months. The School will hold a copy of the report.

### **19.0 Educational Visits**

The School's Educational Visits Co-ordinators (EVC) are:

Miss Corris & Miss Leicester

The school utilises the Advice and Procedures for Educational Visits produced by OUTSET. The school's own procedures are available from the EVC.

### **20.0 PE & playground equipment**

PE equipment and play equipment shall be inspected annually by:

Universal Services

Regular visual inspections will be undertaken by:

The Site Officer – Steve Pyne/Debbie Waller

Any defective equipment must be taken out of use immediately and reported to:

The Site Officer – Steve Pyne/Debbie Waller

### **21.0 Cleaning arrangements**

(Refer to LCoP 14 slips/trips/falls, LCoP 7 Electricity at work, LCoP 32 work equipment, LCoP 17 Working alone and LCoP 18 Hazardous Substances)

The school is cleaned by our own team of contracted cleansers. Safe working procedures for cleaning staff are devised by LBBD tupe policies.

These procedures are held:

Main School Office in Folder

Problems related to cleaning are dealt with by:

Miss Corris

### **22.0 Site Security**

(Refer to LCoP 6 Dealing with violence and LCoP 9 Implementing Security in Schools)

All visitors must report to the main Office/reception where they will be asked to fill in the visitor's log. They will be provided with a lapel label to wear as identification whilst on the premises.

Any member of staff who notices an unidentified person on the site should seek to identify that person and/or inform the Caretaker/Site Services Officer or a member of the senior management team immediately.

### **23.0 Protective clothing and equipment**

(Refer to LCoP 13 Personal Protective Clothing/Equipment)

Where protective clothing and equipment is provided, both staff and pupils must use it at all relevant times. Damaged or insufficient protective clothing or equipment must be reported immediately to a senior member of staff.

### **24.0 External lettings**

External lettings are dealt with by: Miss Corris

No external lettings at the present time

Where necessary, health and safety information will be passed on to the letting groups e.g. contact personnel, safety rules, emergency procedures, hazard-reporting etc.

### **25.0 Work experience**

The School Work Experience Co-ordinator is: Lauren O'Connor – Deputy Headteacher

To ensure that young people are placed in a safe and appropriate environment, work placements are vetted by Lauren O'Connor

And their progress is monitored by: Lauren O'Connor

### **26.0 Conclusion**

It is everybody's responsibility to make these arrangements work. Any member of staff noticing a failure to comply with the policy should immediately report the circumstances to their line manager. If no action is seen to be taken, guidance should be sought from REAch2 Health & Safety Management.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher and Governing Body.

Headteacher: C Leicester

Headteacher's signature



September 2018

## Appendix 1:

### HEALTH AND SAFETY AT WORK ANNUAL REPORT

This report has been devised by the Headteacher in conjunction with the senior management team and Union Safety Representative. Its purpose is to inform the Governing Body as to what has been happening in health and safety for the period XX to XX

(Health and Safety manual reference numbers are in brackets)

The school health and safety policy is signed and implemented (Ref \_\_)  
*Comments:*

The Health and Safety Manual is implemented and monitored (Ref \_\_)  
*Comments:*

Termly health and safety inspections are undertaken (Ref \_\_\_\_)  
*Comments:*

Risk Assessments (including fire) are undertaken and reviewed (Ref \_\_\_\_)  
*Comments:*

A security audit has been undertaken by a Crime Prevention Officer  
*Comments:*

The school reports and investigates accidents, incidents, etc. (Ref \_\_)  
*Comments:*

A training needs analysis for health and safety has been undertaken (Strictly Ed CPD Manual)  
*Comments:*

First aid arrangements for the school are adequate (Ref \_\_)  
*Comments:*

The termly fire drills were undertaken (Ref \_\_\_\_)  
*Comments:*

A school condition survey has been undertaken and a program of building works agreed with the Council (Ref \_\_\_\_)  
*Comments:*

An asbestos survey has been undertaken and staff/contractors are made aware of the presence, condition of any remaining (Ref \_\_\_\_)  
*Comments:*

The school has appointed an Educational Visits Co-ordinator (EVC) and has procedures based on OUTSET guidance to ensure best practice (\_\_\_\_ Guidance)  
*Comments*

The school Work Experience Co-ordinator has monitored \_\_\*\_\_ number of work placements by Project Trident/EBP

The Health & Safety Law Poster is displayed and populated with appropriate details

.....

Head teacher's signature .....

(date)

Chair of Governor's signature

.....

.....

(date)

**IMPLEMENTING THE HEALTH AND SAFETY MANUAL**

The Health and Safety Manual Local Codes of Practice (LCoPs) form the basis of the schools safety management system. It sets the standards that schools are expected to adhere to. As Headteacher, you need to discuss with your Senior Management Team and Safety Representative which of the LCoPs are relevant to your school. These need to be implemented and monitored to ensure effectiveness.

Documents	Lead Member of staff	Date checklist completed	Date Checklist monitored
Accident reporting and investigation  Animals in Primary and Nursery schools  Building works at educational establishments  Central Safety Policy Statement  Conservation areas  Dealing with violence in the Education Sector  Electricity at Work  Implementing the Workplace Regulations and Education  Improving security in schools  Ladders and Steps  Manual Handling Operations (including moving people safely)			

Documents	Lead Member of staff	Date checklist completed	Date Checklist monitored
<p>Managing Health and Safety Inspections in schools and other education establishments</p> <p>Personal protective equipment principles, duties and responsibilities</p> <p>Prevention of slips, trips and falls</p> <p>Risk assessment</p> <p>The control of substances hazardous to health regulations 1999</p> <p>The storage and use of highly flammable liquids in educational establishments</p> <p>Tobacco and smoking – summary and guidelines</p> <p>Management of Inspections “Model checklist and guidance”</p> <p>Policy Statement of the Education Department</p> <p>School Policy Statement (generic document)</p> <p>Training guidance for the Education Department</p> <p>Guidance notes for boilers and boiler houses</p> <p>Managing occupational stress</p>			

Documents	Lead Member of staff	Date checklist completed	Date Checklist monitored
<p>Guidance on the safety representatives and safety committees Reg. 1998</p> <p>Display screen equipment (including VDU's)</p> <p>Lifting equipment</p> <p>Work equipment (PUWER)</p> <p>Emergency Procedures</p> <p>Fire precautions</p> <p>First Aid in Education Establishments</p> <p>Emergency planning procedures (2002)</p>			