



## HEALTH AND SAFETY POLICY

1. In recognition of its statutory duties in accordance with the Health and Safety at Work Act, 1974, the Governing Board of Boyne Hill CE Infant & Nursery School will take all reasonably practicable steps to ensure the health, safety and welfare of all staff and pupils whilst engaged in school activities as well as parents/carers and other visitors to the school site.
2. The Local Authority sets the overall policy and standards and provides advice to the school.
3. The Governing Board, in conjunction with the Local Authority, will ensure, so far as it is reasonably practicable that:
  - All places under its control, where staff and pupils are required to work, are maintained in a condition that is safe and without risk to health and safety;
  - Hazards arising from the use, handling, storage and transportation of articles and substances used in the school are adequately controlled;
  - Equipment and systems of work are safe and without risk to health and safety.
4. The Finance and Premises Committee ensures appropriate action is taken to address health and safety issues raised in the regular inspection reports.
5. The Finance and premises Committee meets at least once every term and the Health & Safety Governor has a specific responsibility to maintain oversight of the health and safety issues within and around the school.
6. The school will undertake to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others. Specifically, the school will:
  - Check, on a regular basis, that all equipment for staff and pupils is in good working order;
  - Research all potential risks associated with outdoor and educational visits and produce formal risk assessments;
  - Provide a secure environment where all visitors are vetted before or on entry and given a visitors' badge to be worn during their time in school.
  - Carry out regular fire drills.
7. The school will ensure, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its activities.
8. The effective working of this policy requires the commitment and active participation of all who are affected by it. All Governors, staff, pupils and visitors must appreciate that their own safety and that of others depends on their individual conduct and vigilance whilst on school premises or when taking part in school-sponsored activities.
9. The implementation of this policy will be monitored regularly by representatives of the Governing Board. The Finance & Site Committee will approve and review any codes of practice implemented for the observation of Health and Safety procedures in school. In addition, Health and Safety Advisors from the Local Authority should inspect the school on a regular basis.

**This policy will be reviewed annually**

Date last reviewed: March 2025

# HEALTH AND SAFETY PROCEDURES

## 1. Responsibilities of the Governing Board

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Board. The Governors, with assistance from the Head Teacher and staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular, they will:

- Make arrangements to ensure the school has an up to date health and safety policy;
- Have procedures in place to identify hazards and evaluate risk control measures;
- Delegate health and safety responsibility to some individual staff and ensure they are followed;
- Ensure a governor attends appropriate health and safety briefings provided by the Local Authority or the school;
- Have health and safety on the agenda at Governing Board meetings as appropriate;
- Ensure the Head Teacher and Site Manager are supported to carry out the appropriate responsibilities.

The Governing Board will provide, in co-operation with the Local Authority where responsibilities for premises and plant are shared:

- A safe environment for pupils, staff, visitors and other users of the premises;
- Plant, equipment and systems that are safe;
- Safe arrangements for transportation, storage and use of articles and substances;
- Safe and healthy conditions that take account of:
  - statutory requirements
  - approved Codes of Practice
  - DfE or LA guidance
  - RBWM Corporate Health & Safety Policy and Codes of Practice
- Adequate information, instruction, training and supervision;
- Provision of all necessary safety and protective equipment.

## 2. Responsibilities of the Head Teacher

The Head Teacher has responsibility for the day-to-day development and maintenance of safe working practices and conditions in the school and will take all reasonably practicable steps to achieve these with and through other responsible adults working in the school. In the Head Teacher's absence, the nominated Assistant Head(s) will carry out these functions.

The Head Teacher will pursue the objectives of the Governing Board by:

- Taking all necessary steps to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met, including co-operating with safety representatives and advisers and responding within a reasonable period of time to points made in reports;
- Consulting with members of staff, including the safety representatives, on health and safety issues;
- Ensuring risk assessments are carried out and appropriate actions are taken to remove potential hazards or reduce the level of risk;
- Identifying the training needs of staff and pupils and ensure, within the financial resources available, that adequate and appropriate health and safety training and instruction is received by all and a record of the training is kept (including the induction of new staff);

- Encouraging staff to promote health and safety issues in and around school;
- Ensuring that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils or others are made safe without delay;
- Ensuring that the collating and filing of reports about any reportable accidents and incidents (which include death, major injury and injuries resulting in over 7 days' absence from work) is carried out and that these are investigated if necessary;
- Including health and safety items in the reports to the Governing Board when appropriate;
- Ensuring the equipment and materials purchased are safe and without risk when properly used and adequately maintained;
- Keeping abreast of the changes in the Departmental and Local Authority's Health and Safety policies and procedures and pass on the information to the staff concerned;
- Receiving written reports from Safety Representatives and Safety Advisers concerning possible hazards and to ensure that a response has been given in writing to the points made within a reasonable period of time.

### **3. Responsibilities of all members of staff**

Staff have a duty under the Health and Safety at Work Act, 1974 to co-operate with the Head Teacher to ensure this policy is implemented. They must use equipment in a safe manner and in accordance with the instructions issued and take all reasonable steps to ensure the health and safety of those affected by their activities. The Head Teacher welcomes suggestions from staff for improving health and safety within the school.

#### **All staff should:**

- Make themselves familiar with the Health and Safety policy and the guidelines which accompany it;
- Take reasonable care of their own health and safety and ensure that health and safety rules and routines and procedures are being applied effectively by both adults and pupils;
- Monitor that equipment is well maintained and safely handled and report any defects to the Site Manager;
- Use the correct equipment for tasks carried out and use any protective equipment or safety devices which may be supplied;
- Ensure that any toxic, hazardous or inflammable substances are correctly used, stored and labelled;
- Report any defects in the classrooms, premises, plant, equipment and facilities which they observe;
- Take an active interest in promoting health and safety through checking the equipment they use and their classrooms regularly and suggest ways of reducing risk.

### **4. Responsibilities of the Site Manager**

The Site Manager holds a key responsibility for implementing this policy. They will:

- Liaise with the Head Teacher, Bursar and Office Manager to ensure that the site remains safe and well maintained;
- Liaise with contractors and provide them with the information they need, including the relevant risk assessments and documentation, which pertains to this policy and ensure that they are aware of any hazards they may encounter or create while working on site such as asbestos, electrical services, fire safety etc.;
- Ensure that contractors do not place the health, safety or welfare of staff, pupils or others on site at risk whilst on school premises;
- Undertake/organise any repairs or remedial actions as required.

## 5. Responsibilities of hirers, contractors and others

When the premises are used for purposes not under the direction of the Head Teacher, the principal person in charge of the activity, for which the premises are being used, will have responsibility for safe practices. The Head Teacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a way that statutory and advisory regulations are met at all times.

When school premises or facilities are being used out of normal school hours for a school sponsored activity, for example a Boyne Hill School Association event, the organisers of the activity must also comply with the requirements of this section.

No hirer, contractor or other person using the facilities will, without the prior consent of the Governing Board or its representative:

- Introduce equipment for use on the school premises;
- Alter fixed installations;
- Remove fire and safety notices or equipment;
- Take any action that may create a hazard for persons using the premises.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the current Health and Safety legislation.

If, at any time, the contractor creates a hazardous condition and does not take steps to rectify it immediately, the Head Teacher or their representative will take such action as is necessary to prevent risk or injury to persons in their care.

No person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare or in pursuance of any of the relevant statutory provisions.

## 6. Health and Safety in the classroom (risk management)

- Classrooms should be set out so that easy access is available to all equipment and between tables, chairs and other furniture.
- Storage units should be secured to the wall if there is a chance they might over balance.
- Art corners should be close to the sink so that water or paint is not spilled on the floor to become a hazard.
- Dangerous equipment or materials must be stored safely and out of the reach of pupils.
- Hot drinks should be kept in the staff room. If you, as a professional, take the decision to take them to the classroom, they must be in cups with secure lids. All hot drinks must always be carried with extreme care. The fact that the pupil ran into you is no defence in law.
- Please consider the following as potential hazards:
  - **Pencils** must never be sharpened at both ends
  - **Powdered Wallpaper Paste** often contains an anti-mould ingredient, which can be poisonous
  - **Craft Knives** need careful supervision and should only be used to cut downwards onto a board
  - **Staple guns** must not be used by a child and must always be stored out of sight
  - **Hole Punches** must be used under supervision
  - **Scissors** should always have rounded tips if being used by a child, unless very carefully supervised
  - **Water Pots** must be plastic not glass
  - **Chairs** - always encourage pupils to sit on chairs properly
  - **Sewing needles** should not be left lying about but threaded carefully into needlework and packed away in a safe place
  - **Nature Exhibits** - some flowers, berries and fungi are poisonous. Be very careful about displaying any that are

- **Handwork tools** - ensure all pupils are instructed on how to use and store the tools safely

## **7. Supervision of pupils**

Pupils must be supervised at all times to ensure that no child is hurt or injured because of lack of supervision by an adult or by any material of equipment or situation provided by that adult. It is accepted that children may still trip over, trap their fingers in any interesting hole or fall off seats in the playground and chairs in the classroom. Providing an adult is supervising properly, wherever they are on duty, they will not be subject to criticism. If, however, they are not adequately supervising or do not turn up on time for playground duty, they are still responsible if there is an accident. Forgetting to be there or being late is not acceptable as an excuse in law.

When pupils are asked to take a message, borrow equipment from or return books etc. to another area within school, they must always go in twos. No child should be wandering alone around the school. Teachers and support staff should be very wary of keeping any child back in a place where they may be unobserved. Teachers and support staff can be vulnerable to having their actions or even words misconstrued by a child.

## **8. Risk assessment**

Risk assessments of the premises will be carried out when necessary and/or in line with statutory requirements.

## **9. Emergency plans**

The Head Teacher will ensure that an emergency plan is prepared to cover any foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of such an incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

Such plans will be agreed by the Governing Board and rehearsed by staff and pupils as appropriate to the risk.

## **10. Hazardous substances**

Hazardous substances are used in the school both for cleaning and minor maintenance work. Substances used will be assessed in line with the Local Authority's guidance on Control of Substances Hazardous to Health (COSHH).

## **11. Asbestos**

Following asbestos surveys, the Site Manager and the Local Authority's Building Services Unit will hold the asbestos register.

The register will be referred to prior to any maintenance work being carried out by school staff or contractors. Furthermore, any damage to asbestos or substances suspected to be asbestos, is reported immediately to the LA's Building Services and the area cordoned off until it is made safe.

## **12. Electrical safety**

Electrical equipment is tested annually as part of the LA's contract. In addition to the annual tests, staff will be vigilant and report any visible defects to the Site Manager. No damaged equipment should ever be used.

### **13. IT**

Working practices and equipment will be reviewed regularly to safeguard against hazards such as repetitive strain injury, eye damage from flickering screens, poor lighting and back strain from poor quality seating or equipment at the wrong height. Staff who spend much time in front of computer screens are aware that they are entitled to free regular eye checks.

### **14. Equipment**

**Ladders** - three pairs of ladders are kept in school. These should be checked during health and safety inspections. All members of staff are advised to use ladders when putting up displays of work and the tallest ladder should only be used by the Site Manager with another member of staff present. If you, as a professional, take the decision to stand on a table or chair, this is your responsibility.

**PE Equipment** - is inspected annually by an outside contractor. Records are kept of these inspections. Care must be taken when lifting any PE equipment and should always involve at least two people.

**Catering Tables** – these should never be moved or handled by pupils. Carrying and erecting the large catering tables should always involve two adults.

**Mini Ovens & Hobs** – all staff and parent/carer voluntary helpers are shown how to safely operate the ovens and hobs as and when needed. These are kept out of reach of pupils.

**Hall Storage** – the gate leading up the stairs to the mezzanine platform must be kept locked at all times when pupils are on the school site.

### **15. Accidents**

All non-minor injuries/accidents must be reported to the school office. The member of staff reporting any head or eye injury/accident is responsible for recording it in the Accident Book and the Office Manager will inform parents/carers.

All serious injuries/accidents must be reported to the Head Teacher and an online RIDDOR form completed..

### **16. FIRST AID – See First Aid Policy**

The school has a number of First Aiders to ensure there is adequate cover. The first point of contact for first aid will be the school office. First aid boxes are situated in the main school Staff Room, the Dining Room and the Annex. All first aid boxes are regularly checked to ensure they are adequately stocked.

The teacher responsible for school trips will always take a travelling first aid kit. Procedures outlined in the separate guidelines for administering first aid and medication should be followed.

### **17. Fire**

The Site Manager co-ordinates fire prevention activities. A range of fire-fighting equipment is available in the school. These are checked and maintained by the Local Authority. The Site Manager will carry out weekly tests on Fire Alarm Call Points and keep a log of the tests. He will also ensure all escape routes are kept clear at all times. All staff are requested to report blocked escape routes to the Site Manager immediately.

Fire evacuation procedures will be rehearsed and recorded regularly.

A Personal Emergency Evacuation Plan will be completed for any individuals with short or long term impairment.

### **18. Work outside normal hours**

When a member of staff is working outside normal working hours, the Site Manager or Head Teacher will be informed so that appropriate security measures can be implemented. The member of staff will have a means of communication and is able to call for assistance if needed.

## **19. Manual handling**

The Site Manager and some other members of staff may carry out manual handling from time to time. All these activities will be assessed in accordance with the guidelines issued from the Health and Safety Executive and the Local Authority. Relevant staff will be provided with training on safe lifting techniques.

## **20. Security**

Security is of great importance to the school. The Site Manager is responsible for ensuring all the security measures that have been put in place are working effectively and are regularly monitored. All breaches of security must be reported to the Head Teacher who will take the appropriate action.

## **21. Outdoor and Educational Visits - See Outdoor and Educational Visits policy**

## **22. Transport**

Staff organising school trips must ensure minibuses and coaches used to transport children are fitted with seatbelts. Teachers and support staff must ensure seatbelts are securely fastened before the minibus or coach departs.

Staff may transport pupils in their own car when necessary but only if they hold business insurance. There must always be two members of staff in the car when transporting a child and an appropriate car seat or booster seat must be used.

## **23. Smoking**

There is a strict NO SMOKING policy within all school buildings and in any area of the school grounds.

## **24. Hygiene**

It is the responsibility of the Site Manager to monitor the cleanliness of the school buildings. All staff are responsible for encouraging good hygiene habits in the pupils with particular emphasis being placed on hand washing and tissue disposal.