



Brickhouse Primary School

Old Hill Primary School

Rowley Hall Primary School

Springfield Primary School

Temple Meadow Primary School

HEALTH AND SAFETY POLICY

This policy has been formally adopted by the Governing Body of

Springfield Primary School on 2nd October 2023

Contents

Introduction	4
Health and Safety policy statement	4
Organisation/responsibilities	6
Responsibilities	6
Governing Body	6
Head Teacher	6
Senior Leadership Team	7
Site Manager	7
Educational Visits Co-ordinator	7
All employees and volunteers	8
Organisation – Health and Safety Management System	9
Policy development	9
Cooperation, consultation and communication	9
Competent Advice	9
Planning and Prioritising	9
Measuring health and safety performance	10
Auditing/inspecting health and safety performance	11
Reviewing health and safety performance	11
Arrangements	11
Accidents and Aggressive Incidents	11
Asbestos Management	12
Contractors and Service Providers	12
Control of Substances Hazardous to Health	13
Driving- Minibuses	13

Display Screen equipment	13
Fire Procedures	13
First Aid Arrangements	15
General Workplace Safety	15
Legionella (water hygiene safety)	16
Lettings	16
Management of medical needs	16
Manual Handling	16
Off-site/ out of hours activities	17
Portable and Transportable Electrical Equipment	17
Premise Management	17
Protective clothing and equipment	18
Risk assessments	18
Security and lone working	18
Stress and Occupational Health Services	19
Vehicle movements on site	19
Violence and Aggression	19
Training	19
Work at height	20
Appendix One H&S Training Requirements for school based staff	20

Introduction

This policy applies to all employees at Springfield Primary School and was formally adopted by the Governing Body on 2nd October 2023.

The policy has been developed to provide a framework for a consistent approach to health and safety management across the Rowley Learning Trust schools, whilst recognising that the responsibility for health and safety in each school ultimately remains with the Governing Body as the employer in each of the individual schools.

Health and Safety Policy Statement of Intent

We recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations to both employees and others who may be affected by our activities at Springfield Primary School.

To meet these obligations, we will:

- Ensure that health and safety is embedded into all our activities and that effective health and safety management systems are in place
- Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work related ill health
- Consult our employees on matters affecting their health and safety
- Promote a positive health and safety culture where employees and their representatives are able to raise health and safety issues and are empowered to work safely
- Provide information, instruction and supervision for employees to enable them to do their work safely
- Ensure all employees are competent to do their tasks, and are given adequate training
- Provide and maintain safe plant & equipment and ensure that substances are handled and used safely
- Provide an environment in which staff can work without fear of violence, intimidation or threats; and
- Regularly review our health & safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff and pupils; this will be achieved by;

- Effective leadership by governors, the Head Teacher and senior staff
- Participation of all employees; and
- Open and responsive communication

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; copies will be displayed on health and safety notice boards and it will be available on the intranet. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

It is only by securing a total commitment to health, safety and welfare matters from those who work for, or on behalf of Springfield Primary School that the high standards we set ourselves will be achieved.

Organisation / responsibilities

This section of the health and safety policy sets out lines of communication and how duties are delegated and tasks allocated. It includes an outline of the roles of the Governors, Head Teacher and Senior Leadership Team along with more specialist roles such as Educational Visits Co-ordinator and school Business Manager, Site Manager. It also details the role of competent advisors in the Health and Safety Support team at SIPS Education.

Responsibilities

Governing Body

The Governing Body as employer within Springfield Primary School will require all staff within the school management structure to comply with the school's safety management system and be aware of their responsibilities. They will;

- Show a commitment to health and safety within Springfield Primary School by signing the health and safety statement of intent
- Carry out health and safety self-audits (including scrutiny of policies, training records, risk assessments etc.) and walkabout inspections of Springfield Primary School
- Monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents
- Ensure that competent persons are in place, to implement and meet the requirements of any relevant health and safety legislation, and H&S policy and procedures.
- To monitor overall standards of health, safety and welfare within the school, by ensuring that it features as a standing agenda item on the Agenda at all Governing Body. The Governing Body will consider the health, safety and welfare agenda items which are issued by Governance Services on a termly basis.

Head Teacher

The Head Teacher will;

- Assume the role of Premise Manager
- Establish health and safety objectives and develop plans to achieve them
- Ensure that appropriate resources are available to meet health and safety objectives
- Ensure that detailed arrangements and procedures to protect the health and safety of staff, pupils and others are in place
- Ensure that suitable risk assessments and controls are in place

- Promote a positive health and safety culture and lead by example
- Ensure that there is effective health and safety communication and consultation with staff
- Monitor and review health and safety performance
- Monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents
- Seek professional advice as necessary

Senior Leadership Team

- Support the Head Teacher and carry out the duties detailed above in their absence
- Develop and implement arrangements and procedures to protect the health and safety of staff, pupils and others
- Undertake risk assessments as appropriate and ensure that suitable controls are in place
- Put forward suggestions to improve health and safety systems and controls to the Head Teacher

Site Manager

The Site Manager will:

- Ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/persons
- Ensure that the fire logbook is completed and kept up to date
- Carry out flushing of little used water outlets, and oversee other measures undertaken by contractors to control water safety, including undertaking water temperature checks
- Carry out regular visual checks of any asbestos containing materials
- Carry out regular site inspections
- Deal with contractors on a day to day basis
- Ensure the building is secured at night

Educational Visits Co-ordinator

Our trained Educational Visits Co-ordinator (EVC) will ensure they follow the procedure for off-site activities. Their responsibilities include:

- Supporting the Head Teacher and Governing Body with approval decisions for off-site activities
- Informing the Head Teacher and Governing Body of all non-routine activities
- Ensuring staff involved in educational visits are aware of their responsibilities regarding the off-site activities policy and have ready access to it
- Ensuring the competence of staff and volunteers to lead or otherwise supervise a visit
- Ensuring that emergency arrangements are in place and emergency contacts are known for each visit / activity

Ensuring that the school's approvals process for off-site activities is adhered to, and bringing to the attention of the Head Teacher / Governing Body any instances where this does not happen

All Employees and volunteers

All employees and volunteers will ensure that they:

- Take reasonable care of themselves – this includes having a tidy and safe working area
- Do not put their colleagues, pupils or visitors at risk
- Co-operate with their manager on health and safety matters – including attending any health and safety training appropriate to their role
- Follow/adhere to safe working procedures – including following risk assessments and using any safety equipment or personal protective equipment provided
- Follow all verbal and written instructions they are given regarding safe working
- Do not interfere with or misuse anything provided for health and safety purposes (guards on machines, signs on walls etc.) and
- Inform their manager about any health and safety problems or loss/damage to safety equipment

In addition, they should:

- Report any accident, incident, or near miss to their manager immediately; and
- Not carry out any work unless they are competent to do so-this is particularly important when dealing with dangerous equipment or hazardous chemicals

Organisation – Health and Safety Management System

This section of the policy explains the school's health and safety management system.

Policy Development

Springfield Primary School, will keep our health and safety policy including organisation/responsibilities and arrangements under regular review to ensure they remain current and effective

All local policies and procedures, and revisions to them will be authorised by the Head Teacher and governing body and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

Cooperation, Consultation and Communication

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health and safety systems, policies, procedures and risk assessments.

- To ensure that health, safety and welfare is considered at a local level the Governing Body has decided that school health, safety and welfare matters be dealt with by the Facilities Committee

The Springfield facilities committee will consist as a minimum of the duly appointed safety representatives, the Head Teacher and representatives of the school Governing Body

Our policies, procedures and assessments will be made available to staff via the working drive and paper copies

Competent Advice

Key health and safety competencies required within the school will be determined by use of a training analysis, see appendix one. In addition, competent, trained school staff will receive expert guidance and advice from the Health and Safety Support Unit at SIPS Education. Full details of the support available through SIPS is detailed in the School's current contract for services document, a copy of which is located in the main office and is held by Sue Ross.

Planning and Prioritising

We will ensure that health and safety is embedded into all our activities and that effective health and safety management systems, including a health and safety plan e.g. school improvement plan are in place

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.

Measuring health and safety performance

We will undertake a range of active and reactive monitoring of our health and safety performance.

- Active monitoring- will include regular inspections of the workplace/self-auditing by the Governors and Senior Leadership Team to ensure our premises and systems of work are safe
- Reactive monitoring – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by the Governors and Senior Leadership Team to ensure appropriate remedial action is taken to help prevent recurrence

Auditing/inspecting health and safety performance

- As part of our active monitoring we will carry out regular health and safety inspections/self-audits in accordance with our health and safety plan.
- Our health and safety systems will be subject to an external audit process, undertaken on an annual basis through a contract with SIPS Education Health and Safety Support Team.

Reviewing health and safety performance

- Our health and safety performance, including progress on our health and safety plan, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated each term by our Senior Leadership Team and Governing Body, as outlined in the 'Cooperation, Consultation and Communication section' on page 9

Arrangements for Health, Safety and Welfare

Accidents and Aggressive Incidents

- All staff are made aware of the need to report and record all accident and incidents as part of their induction.
- Any incident subject to RIDDOR (i.e. fatality, major injury, over 7-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to the HSE via the on line reporting system apart from fatalities and specified injuries **only** which must be reported by calling the Incident Contact Centre on 0845 300 9923.
- The School Office Manager is responsible for ensuring all incidents subject to RIDDOR are reported to the HSE; assistance is available in making the report, from the Health and Safety Support Team in SIPS Education. Completed accident forms must be shared

with SIPS Education at the earliest opportunity to ensure reports can be made to the HSE within the required timeframe.

- Other non –RIDDOR incidents will also be recorded locally
- For every accident, where appropriate the Head Teacher or someone nominated by the Head Teacher will carry out an investigation
- Assistance in incident investigation may be requested from the Health and Safety Support Team in SIPS Education
- Accident and aggressive incidents will be monitored and reported to the Governing Body each term in order to identify issues/trends and out in place measures to reduce the number of incidents

Asbestos Management

- The Head Teacher (Premise Manager) is responsible for the management of asbestos on the school site and has a legal duty to prevent exposure to staff, pupils and contractors etc. to asbestos
- The Site Manager has been nominated to assist the Head Teacher in the management of ACM's on site and has attended training on the management of asbestos
- An asbestos management survey has been carried out by a competent asbestos surveyor, Bradley Environmental, and an asbestos register is in place showing the location of known asbestos containing materials (ACM's). Areas that were not surveyed are presumed to contain ACM and managed accordingly.
- The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when ACM's have been removed)
- An asbestos management plan has been produced (see the Asbestos Log Book). The plan covers the actions we will take if ACMs are accidentally disturbed, namely to: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.
- Before contractors / staff are allowed to work on our buildings, they are made aware of any ACM's they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the site Manager
- A refurbishment/demolition survey will be carried out prior to any major work that disturbs the fabric of the building e.g. refurbishment or demolition, to identify any hidden or inaccessible ACMs

Full details of the schools' procedures for asbestos management are contained in the Asbestos management Policy

Contractors and Service Providers

For the purpose of this section, the term 'contractor' includes anyone who is carrying out repairs, maintenance and improvements at the establishment

- The Head Teacher (Premise Manager) has a responsibility to ensure that contractors on site do not endanger the health, safety and welfare of employees, visitors, service users and the public.
- Where we commission work ourselves we will ensure that appropriate health and safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements on site.
- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The Head Teacher (Premise Manager) will inform the contractor of any local hazards, which may present a risk to the contractor whilst on site.
- Contractors must ensure that they share all relevant information with any sub-contractors they use.

Control of Substances Hazardous to Health (COSHH)

- Wherever possible we will use non-hazardous products in school
- All hazardous substances used in the school will have a COSHH assessment undertaken before they are brought into use. No substance will be used until the appropriate assessment has been undertaken.
- All hazardous substances will be stored appropriately and securely when not in use
- Staff will be informed how to use products safely and will receive training if appropriate
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it.

Driving – minibuses

- The school does not have a minibus.

Display Screen Equipment (DSE)

- Workstation assessments will be undertaken for any member of staff who is classed as a 'user' under the Display Screen Equipment regulations.

- 'Users' of DSE are entitled to a free eye test and contributions towards the cost of corrective lenses where these are required specifically for the use of DSE.

Fire Procedures

- The school will ensure that a fire risk assessment is carried out on the premise by a suitably trained competent person, and reviewed by the same on an annual basis
- Any actions identified by the fire risk assessment will be addressed by, and monitored for completion through an appropriate action plan
- Fire evacuation drills will take place at least once a term
- Personal emergency evacuation plans (PEEPs) will be carried out for any staff or pupils requiring one due to disability or ill health
- Firefighting equipment, fire alarm systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessment
- All active monitoring checks on the schools' fire safety systems and precautions, including weekly tests of the fire alarm system, will be recorded in our Fire Log Book
- A fire evacuation plan will be produced and appropriate staff will be appointed and suitably trained to act as fire marshals
- All staff will receive training in the action to be taken in the event of a fire, and periodic refreshers on the fire and bomb alert procedures and general fire precautions
- Pupils will be briefed on the evacuation procedure at the start of the school year, with a fire drill taking place shortly after the start of every school year
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise
- The school also maintains a general emergency and business continuity plan, copies of which are located in the main school office.

Full details of the schools' fire safety measures, are contained in the Fire safety Policy.

First Aid Arrangements

- We will complete a risk assessment to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incidents
- Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities

- The Head Teacher will ensure that all first aiders are suitably trained and that their certification is up to date
- First aiders will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given
- First aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately
- Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes
- All staff will make themselves familiar with the details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents

General Workplace Safety

- Robust housekeeping is essential in assisting to reduce the likelihood of accidents resulting in slips, trips and falls, the most common cause of accidents in the workplace
- All members of staff are responsible for ensuring that their work area is kept orderly with equipment stored away in an appropriate manner to ensure general traffic routes and access to and egress from the workplace are kept free from obstructions at all times
- All spillages must be cleared up immediately to reduce the risk of slip accidents. Materials to assist staff in this area are stored in the cleaning cupboards in KS1 & KS2
- In KS1 & KS2 halls which are used for children eating their lunch all staff are responsible for observing for spillages and cleaning them up immediately. Both halls need to be clear to give adequate time for all stages of the cleaning process including drying time before re-use.
- Training in dealing with bodily fluid spillages is provided for all staff who are expected to clean up such spillages in the absence of the site manager

Legionella (water hygiene safety)

- A legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly
- Any remedial work identified by the risk assessments will be addressed. Monitoring of the completion of identified actions will be undertaken through the Resources Committee overall and by the Site Manager on a day to day basis

- We have a written scheme to manage the risk from legionella which includes the following controls:
 - Weekly flushing of little used outlets by R Homer
 - Monthly temperature checks by Graham FM
 - Annual water sampling by Graham FM
 - Quarterly safety checks of TMV's by Graham FM

Site manager R Homer has received awareness training

Lettings

- The school may on occasions let the school premises, or parts of, to external organisations. In such circumstances, lettings will be agreed and arranged sufficiently in advance, that the school may ensure organisations will be fully compliant with the schools' letting policy.
- The Headteacher (Premise Manager) has responsibility for the co-ordination of lettings activities.

Management of Medical Needs

- The school has a comprehensive policy and procedures for the management of medical needs, which all members of staff must familiarise themselves with. The policy is available to all staff through working drive.
- No medication will be administered to pupils, unless the procedures outlined in the policy are complied with, including obtaining in advance the formal written consent of the parent to administer medication to their child.
- All medicines will be stored securely in main office and refrigerated if needed.
- The Head teacher will deal with any queries in regard to the management of medical needs policy. The school nurse can be contacted at

Full details of the schools' management of medical needs procedures, are included in the management of medical needs policy.

Manual Handling

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling
- Where hazardous manual handling tasks can't be avoided, we will undertake an assessment of the risk of injury

- The school maintains a register of routine manual handling activities which cannot be avoided, including very low risk activities which are not required to be formally assessed, and specific assessments for those which pose a higher risk to the individual involved.
- All staff should familiarise themselves with this register and act in accordance with the findings of assessments. Where staff may be involved in a non-routine activity and assessment must first be made, particular to the individual(s) involved, to ensure that the appropriate control measures can be implemented
- All staff must employ the principles of safe manual handling techniques and act in accordance with the guidance given through training and instruction provided by the school
- Additional targeted training will be provided to any member of staff involved in the manual handling of children
- Banana board, Electronic Elk
- Manual handling risk assessments are undertaken in the school Mrs McMahon/assistance and advice in undertaking manual handling risk assessments can be provided by Mrs McMahon

Offsite / out of hours activities

- All offsite/out of hours activities undertaken by the school are conducted in line with the requirements outlined in Sandwell's' Offsite / Out of Hours Educational Activities Policy and accompanying procedures.
- The school has appointed an Educational Visits Co-ordinator, whose role is to act as the liaison with and provide assistance to the Group Leader(s) and to link with Sandwell MBC Educational Visits Advisers to ensure all requirements of the policy are met.

Full details of the schools' procedures for the management of offsite activities (educational visits), are included in the Sandwell's Offsite/Out of hours Educational Activities Policy and our own Educational visits policy.

Portable and Transportable Electrical Equipment

- All electrical equipment will be properly maintained
- Risk assessments will identify the frequency that equipment should be electrically tested. Testing will be carried out by a competent person and records maintained
- All members of staff are encouraged to visually inspect electrical equipment prior to use for any obvious signs of damage. Any defects should be reported to Rob Homer and if needed/possible the item removed from use

- Any item failing an inspection/test should be taken out of service immediately and until such time as it can be repaired and retested, or a decision is made to scrap the item
- Second hand or acquired electrical equipment, or employees/visitors own equipment, may not be used within the school until it has been inspected and tested.

Premise Management

- The Schools' Premise Manager is the Head Teacher. The school has nominated the Site Manager as Deputy Premise Manager to assist the Head Teacher in fulfilling the responsibilities of the role of Premise Manager.

Protective Clothing and Equipment

- Protective clothing and equipment (PPE) will only be provided when an assessed risk cannot be eliminated or controlled by some better means or where it is required by legislation
- Employees who are required to use PPE will be provided with appropriate information, instruction and training on its use and care
- Records will be kept of equipment issued, when it was issued, and to whom. Faulty / defective PPE must be reported to Rob Homer

Risk Assessments

- The school will maintain an inventory of hazards within the school environment, which will form the basis of identifying its' requirements for risk assessments.
- Risk assessments will be undertaken by members of staff who have been trained and are deemed competent to do so. Findings will be shared with all members of staff and others who may be affected by them, and will feature in the schools' induction procedures for new staff.

Security and Lone Working

- This establishment is committed to creating a secure and safe environment for all pupils, staff and visitors to the school. A security risk assessment is carried out for the site which considers, for example, external fencing, controlled access to the establishment building and security of the building overnight and during the establishment holidays.
- Any concerns over security or suspicious behaviour of individuals on/ around the establishment site should be brought to the attention of the Head Teacher or other member of the senior management team in their absence.

- All visitors arriving at school must follow the signing in and out procedure, and other arrangements for the management of visitors.

Stress and Occupational Health Services

- Stress risk assessments are undertaken by SIPS Education using the school Workforce Survey.
- Any concerns which staff have, should be brought to the attention of your supervisor as soon as possible

Vehicle movements on site

- We will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover school events and maintenance activities where vehicles may need to access vehicle restricted areas.
 - The use of separate pedestrian / vehicular access gates
 - The school gates will be closed to prevent vehicle access/egress between the following times of day, in order to assist in minimising the likelihood of accidents
8.30 -9.00
15:00-15.30
 - Deliveries to the establishment will not be accepted during the above times and any staff placing orders with companies, should ensure they make appropriate arrangements for delivery in line with the above

Violence and Aggression

- We will ensure that risk assessments and suitable controls are in place to cover any circumstances where staff may be subject to aggressive incidents
- All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.

Training

- We will ensure that all staff, including temporary and agency staff, are competent and given appropriate health and safety training to undertake their role safely and carry out duties assigned to them
- All staff will receive a health and safety induction when they first start working at the school and further training requirements will be identified with reference to the training matrix at appendix one.

- The Headteacher will ensure that there are an appropriate number of first aid trained staff members.
- Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Work at Height

- Work at height activities should be avoided wherever possible.
- Where work at height activities cannot be avoided, they must only be undertaken by staff who have received appropriate training, and are deemed competent in using the equipment for the task at hand.
- Work at height activities must be subject to the schools' risk assessment procedures, before they commence, and using suitable, and appropriately maintained equipment.

Appendix One

Health and Safety Training Requirements for School Based Staff

Once staff have been designated with responsibility, they must receive appropriate training to enable them to discharge their duties competently.

Induction

The following basic training should form part of the induction training for all new members of staff:

- The School's Health and Safety Policy
- Any statutory requirements with regards to health, safety and welfare
- The major hazards which exist within the school (location of any asbestos for example)
- Risk Assessment procedures
- Safe working methods and accident prevention procedures
- Fire and Emergency procedures, including participation in basic fire safety awareness training

Review: September 2024