

Health & Safety Policy

For

George Dixon Primary School

We have a strong ethos that fosters harmony and understanding between pupils who come from widely differing backgrounds, cultures and beliefs.

We are committed to creating a caring community where everyone is safe to learn and grow.

SignedChair of Governors
(On behalf of the Governing Body (G.B.))

Date

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1. STATEMENT OF GENERAL POLICY

The Governing Body of George Dixon Primary School recognises that the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere, is primarily the responsibility of Birmingham City Council (BCC) and the Directorate of Children, Young People & Families (Directorate for Children's Services). We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the Schools Governing Body. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

1.1 On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

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

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

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

1.3 The Governing Body for George Dixon Primary School will comply with safety policies, guidance, advice and instructions issued by BCC, the Directorate for Children's Services and advice from Safety Services. George Dixon Primary School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

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

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

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions. This will ensure that the working environment is a safe environment and colleagues, visitors and pupils are as safe and healthy as possible.

SignedChair of Governors (on behalf of G.B) Date

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2. ORGANISATION AND RESPONSIBILITIES

Governing Body

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

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

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

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

2.2 Members of the Group shall include the following:

	Governor Representative
Mrs M. Carter	Head Teacher/Safety Co-ordinator
	Administration Representative
LEP/LendLease	Facilities Caretaking Premises Fire Building
Rob Whiskens/Member of LA Team	LA Safety Advisor

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

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2.3 Phase Leaders/Key Stage Leaders

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

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

Supervisory staff instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others and will inspect their designated area of responsibility at periodic intervals.

2.4 Head Teacher

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

The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Co-ordinator

Mrs M. Carter, the Head Teacher, is charged with the day-to-day implementation of the School safety plan. The Health and Safety Co-ordinator also provides or arranges assistance and support for staff to ensure that risk assessments are carried out. She will endeavour to keep up-to-date with safety regulations and through the Safety Advisory Group initiate steps that ensure arrangements for health and safety at George Dixon Primary School conform to both current regulations and best known practice.

Mrs M. Carter will be responsible for convening meetings of the Safety Advisory Group, ensuring that minutes are taken and stored in a place accessible to all interested parties.

2.6 Class Teachers

Class teachers inspect their designated areas regularly to identify hazards and raise any concerns with their line manager and/or the Safety Co-ordinator. Where necessary a formal risk assessment process is undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members i.e. Teaching Assistants under their charge are informed of any findings and these are recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps are taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher who will inform Lend Lease to ensure that quick action is taken. Class Teachers will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

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2.8 Caretakers/LendLease

Caretakers/LendLease have a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in their partnership agreement between BCC and LendLease linked to caretaking duties and Health and Safety, additional tasks are requested in writing to Lend Lease. The LendLease caretaker is also responsible for ensuring that contracted cleaning staff carry out their work as instructed with due regard to their employers' safety instructions and those of the school. The LendLease caretaker is responsible for undertaking/assisting in the risk assessment process in matters relating to his work and that of members of staff or other persons that may be harmed by his work. This includes responsibility as first point of call and active liaison with contractors working in the school premises, ensuring they comply with and are aware of the Health and Safety Policy and arrangements.

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

LendLease caretaker will meet on a weekly basis with Mrs Carter to discuss Lend Lease's own inspections and to carry out short inspections (inspect specified designated areas) Mrs Carter will join meetings with LendLease member/s on a weekly basis and once a month there will be a meeting to identify hazards and bring any concerns to the attention of Head Teacher or LendLease. Where significant hazards are identified a formal risk assessment process is undertaken to determine the risk factor and what measures if any, are needed to either eliminate or adequately control the risk. Relevant staff are informed of any findings and these are recorded and filed in the School Office for audit inspection., This may be a complementary risk assessment as LendLease will be carrying out their own risk assessment.

In the event of a hazard presenting a significant risk to anyone in school, steps are taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or Deputy Head Teacher. The LendLease caretaker also assists in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing body/Head Teacher.

2.9 Non-Supervisory Staff

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

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

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

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3. ARRANGEMENTS

The Governing Body ensures that those appointed and charged with responsibility for implementing George Dixon Primary School Health and Safety at Work Policy and its arrangements are adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required advice will be sought from Children's Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety manual and/or Children's Services Safety web site for guidance on particular safety topics.

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

3.1 BCC & Directorate Policies for safety

Useful information, guidance and policies are contained in the schools Safety Manual or can be viewed on Children's Safety Services on e briefing (search box – school safety) the BGfL website also contains contact names, numbers and email addresses for all members of Children's Services Safety Team who can be contacted for advice.

3.2 Staff Induction

All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are assigned a mentor responsible for guiding them through the induction process. A record of the induction process is kept in the school Induction File. The school's induction process covers emergency evacuation, first aid, asbestos (where this is identified on site and reporting procedures in the event of damage) and safe work instructions applied throughout the school.

3.3 Fire Safety

The Head Teacher will ensure a fire risk assessment is carried out to comply with The Reform Regulatory (Fire Safety) Order 2005. This assessment also considers detailed arrangements concerning procedures to be followed in the event of a fire or emergency evacuation. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps to be taken. All documentation will be retained in a Fire Safety Log in main office.

3.4 Safeguarding/Security

The school will undertake a yearly review of security arrangements. This will be undertaken by the Safety Advisory Group. Any findings will be recorded and progressed onto an action plan of remedial measures. Staff and pupils are urged to bring any concerns they may have to the immediate attention of the Head Teacher.

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3.5 Safety Training

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

3.6 Premises Safety Sweeps

These safety sweeps are carried out on a continuous basis so that physical type hazards are identified as soon as possible. This is achieved by staff teams sweeping a designated safety zone within the school and record findings on a checklist. These sweeps are carried out once each term.

Completed checklists are passed to a line manager to sign off. Where necessary the line manager takes appropriate action to comply with their delegated responsibilities to address any safety concerns raised.

Checklists along with any documentation – such as details of any remedial action taken are filed in a Premises Log held in the school office for future audit inspection.

These arrangements will be closely monitored and checklists inspected annually by the NSS. Any repeated concerns will be brought to the attention of the Safety Advisory Group. Any failure to comply with these arrangements will be brought to immediate attention of the Head Teacher for resolution.

3.7 Grounds Safety Sweep

Grounds safety sweeps will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the **LendLease caretaker** sweeping designated safety zones within the school grounds. LendLease will be asked to have completed checklists signed off (copies of these must be given to HT) and where necessary they will take appropriate action to comply with delegated responsibilities to address any safety concerns raised.

Checklists along with any documentation – such details of any remedial action taken will be filed away into a Premises Log (Grounds Sweeps) held in the school office for future audit inspection.

3.8 Working at Height

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

While not an exhaustive list we have identified such work at height tasks as follows:

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

Risk assessments are carried out by a Senior Member of staff and the member of staff carrying out the work. Risk assessments are then signed off by the latter and then filed for future staff reference and audit inspection.

All relevant staff are notified formally of the risk assessment findings.

All new and temporary staff are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment is fully inspected every 6 months by BSS and a record retained. Authorised staff are instructed on procedures to visually check access equipment before use. This arrangement will be monitored annually by the Safety Advisory Group

3.9 External Educational Visits

Mrs M. Carter is appointed and trained as Educational Visit Co-ordinator (EVC). She will ensure all external visits are planned and detailed arrangements are recorded. This includes ensuring additional risk assessments are undertaken where necessary. As part of the planning for external educational visits the EVC will consider where appropriate if there are any opportunities to involve the pupils in the assessment process so they may understand how they could be harmed during the visit in order to reinforce their understanding and cooperation in control measures.

3.10 Stress

The school actively endeavours to support any member of staff experiencing anxiety or stress even though this may not be work related. A strict need to know confidence is observed at all times.

Any member of staff who considers their well-being is being compromised due to work related pressures is encouraged to raise concerns with their line manager or a member of the Senior Leadership Team. If necessary, external advice will be sought from Children's Employee Relations Service.

3.11 First Aid

Six Teaching Assistants have been appointed and fully trained as first-aiders (names and photographs are displayed in Reception area). Other Teaching Assistants and lunchtime supervisors have received a refresher course in Spring 2011. Mrs M. Carter is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained.

The Head Teacher has a responsibility to ensure that all first aiders are known by name and location throughout the school day.

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The school supports and trains support staff in Allergy Management and Asthma Management once a year and list of staff willing to administer the Epipen is displayed in the school office.

3.12 Accident Reporting/Near Miss and Investigation

Accidents involving any pupil are recorded and copies kept in the main office. These incidents will also include an entry into a 1st Aid treatment book. Serious accidents involving pupils are also recorded on the Accident A1 Form. These are then sent to CYPF Safety Services. A copy is kept in school. *Accident Reporting Guidance can be found on e briefing.*

Accidents involving staff contracted to work on the school premises i.e. cleaning and catering staff, will also be recorded. A copy of the accident reporting form will be kept in the main office. The original Accident A1 forms are sent to CYPF Safety Services.

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

All A1 accidents are investigated by a member of the Safety Advisory Group (other staff may need to be co-opted) in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

The school recognises that Near Miss reporting complete with an investigation and preventative action, reduces the number of accidents on site. Near Miss Reporting Forms and Guidance form part of this safety arrangement.

3.13 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies. Mrs M. Carter in partnership with Lend Lease will ensure that all statutory tests are completed and that records of these checks are kept in the Property Maintenance Log Book.

3.14 Asbestos Management

There is no asbestos in the new school building. However this section is retained for information only.

Recognising the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Children's Services Health & Safety: [Asbestos 2006](#).

To reinforce this policy, members of staff are instructed not to undertake any work that may disturb the fabric of the building unless authorised to do and having regard to the asbestos guidance.

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

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

In order to prevent an unplanned disturbance of asbestos and before the fabric of the building is disturbed a 'Permit to Work' system will be employed. The Duty Holder responsible for strict enforcement of this arrangement is Head Teacher, Mrs M. Carter and in her absence the Deputy Head Teacher.

3.15 Substances Hazardous to Health

Any chemical used in school is accompanied by an assessment sheet showing safe use and storage. These will be used in accordance with manufacturer's safety advice. All chemicals and substances are securely locked away to prevent pupil access.

We do not purchase any substance for use in class that it harmful. However, we recognise that even harmless substances can pose a risk to safety and health. We consider the level of supervision in class is adequate to prevent misuse.

Lend Lease and contractors employed to clean in school ensure cleaning chemicals are used and stored to comply with suppliers Material Safety Data Sheets. These are subjected to a detailed risk assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002). All cleaning chemicals are kept securely locked away.

3.16 Electrical Equipment

All electrical equipment used in school is authorised for use. In addition to the Statutory Portable Appliance Testing (3.13 above), staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of a member of the Safety Advisory Group.

3.17 Tools and equipment

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

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

Other tools used by caretaking and teaching staff are subject to visual inspection before use. Problems are reported to Mrs M. Carter when action can be taken to replace damaged tools and equipment. All tools are stored in lockable areas to prevent pupil access.

3.18 Visitors and Contractors

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All visitors to the school sign in and are supervised by a member of the school staff at all times. Visitors sign out before they leave the school premises.

Contractors also report to the school office staff who will contact the LendLease Caretaker. All contractors are required to wear an identity pass and sign in before entering the premises.

The school expects contractors to adhere to site specific rules issued before work commences.

3.19 Cooperation Liaison with other site/tenants users

Citiserve (City Council catering and cleaning staff) provide our school meals and work in the school kitchen. The Cleaning Staff are employed by Lend Lease.

The school provides and maintains equipment used and under statutory testing requirements, ensures utilities i.e. gas and electrical systems are protected, fire alarm systems, extinguisher maintenance and inspection.

The school recognises a duty of care towards these members of staff. To this end, the catering staff form a part of our emergency evacuation procedures and call on the school to provide first aid facilities in the case of a serious injury.

Lend Lease provide duty of care the cleaning staff.

Both contractor services have provided their health and safety policy for inspection and issue updates as and when there are significant changes.

3.20 Vehicle/Pedestrian Traffic

The school provides a safe route into and out of school for parents, visitors and children. Pedestrians have no access to car parks but have a designated route and gate.

We consider these arrangements sufficient to prevent harm.

3.21 Holiday Shut Down

Contractor (building, maintenance etc) works are usually carried out during school closure periods to ensure pupil and staff safety.

The school employs competent contractors and work is monitored by the Lend Lease Caretakers-

During 'holiday cleans' more detailed work is carried out such as working at height (from ladders) and lifting and manoeuvring.

Lend Lease arrange training for the caretakers who work at our school, they are trained to a high standard in matters of health and safety in the workplace and will work with the school to identify any risks to his safety and health in the work he is expected to complete.

3.22 Play Grounds/Play Equipment

All inside school play equipment is subject to routine daily visual inspections by teaching staff. These inspections identify damage likely to cause harm. Any defects are reported and replacement equipment provided.

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Outside play equipment is also inspected routinely on a daily basis by teachers who use the equipment, lunchtime supervisors and teaching and non-teaching staff. These inspections ensure this play equipment is structurally sound and firm in its foundations.

Safety surfaces around this equipment are checked for integrity. The areas are also inspected for matter i.e. glass or sharp matter likely to cause injury.

Where there are concerns, these are recorded and action is immediately taken to rectify matters. In some instances this may mean sectioning off damaged equipment until such time as it can be repaired.

Each term more detailed inspections are carried out to take into account weathering and wear and tear. Records of these inspections are kept in the school office.

Each year, an inspection is carried out by competent persons to certify the integrity of outside play equipment. Records of these inspections are kept in the school office.

3.23 Safety Audit Arrangements

The school considers an annual audit of these safety arrangements to be sufficient.

3.24 Policy Review Date

This policy will be reviewed annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended with immediate effect. Such changes will be brought to attention of all staff at the earliest possible opportunity.

Next Safety Advisory Group Meeting

Head Teacher's Office

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