



Health and Safety Policy

BIRKBY INFANT & NURSERY SCHOOL

HEALTH & SAFETY POLICY

Health and Safety Policy Statement

Birkby Infant and Nursery School

1. This policy statement complements the Kirklees Council, Children & Young People Service (ChYPS) Health and Safety Policy Part 1. It records the school's local organisation and arrangements for implementing the ChYPS Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this school's Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
 - appropriate safe systems of work exist and are maintained;
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued. Copies of the full policy can be found in the Head Teacher's Office.

A Stopher - Chair of Governors

D Z Wilson - Headteacher

19th January 2015

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Detailed Arrangements and Procedures Birkby Infant and Nursery School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements and both the Kirklees Council Corporate Health and Safety Policy and the Children and Young People's Service Health and Safety Policy:
A copy of the Health and Safety Policy is kept in the Health and Safety files in the Head teacher's office.

Fire Evacuation Procedures

Fire Marshalls

Support staff working in rooms 1/1A in the south west wing to check all small hall toilets.
Support Staff to check toilets adjoining classrooms.

Main office staff to check PPA room and Resource room then collect gate keys and take out registers, dinner registers if appropriate and visitors book.

Staff working in 2M must check the toilets and the Green Room. Staff working in 2HR must check the toilets and the ECAC room.

Special Needs Support Assistants to take responsibility for the evacuation of children with a physical disability/impairment.

Any member of staff with a physical disability/impairment to leave by nearest exit.

Fire Practices

These are arranged by Head teacher and Caretaker and will take place every half-term including lunchtimes. Any practical or organisational difficulties will be discussed and procedures amended as soon as possible.

Fire fighting equipment is inspected and tested annually by the Fire Service.

Call points are all checked once a month and one from a different area is checked weekly for mechanical working. PAT testing is undertaken every two years.

Information about gas/electric and water points can be found on the fire panel at the main entrance or from the main office.

Fire Procedure

If anyone discovers a fire, the nearest fire alarm should be sounded. The Head teacher/caretaker will then summon the Fire Service during school hours 6.00a.m until 5.30p.m.

Staff will then carry out specific duties and class teachers lead the children out of the building in a calm orderly manner to the far end of the playground **unless directed otherwise**, taking all medication bags (See fire safety plan for exit doors, alarm buttons etc. displayed in every room).

Occupancy Record Checks

Staff will call the names of children from the class register. Visitors and contractors will be checked against the visitors book. Lunchtime Supervisors, Kitchen Staff and Cleaners will be accounted for against their appropriate signing-in books. The School Business Manager/Caretaker will maintain the Fire Safety Log Book. The Caretaker will carry out a full check of the school premises to ensure there is no one left in the building.

Fire Safety Training will be carried out by the Headteacher in September and again in January for all staff, or as necessary.

First Aid

Qualified First Aiders:	Geraldine O Connell	Ferzana Kausar P
	Parveen Ali	Holly Gardiner
	Jill Hinchliffe	Clare Dyson P
	Susan Shaw	Irshad Uddin
	Damien Gomersall	Catherine Davenport
	Kerry Binns	Nusrat Kauser P
	Ruth Saxton	Anna Frayling

First Aid boxes are located in the Medical Room, the lobby of the modular accommodation and in Nursery.

Portable first aid boxes, to be taken on trips and visits, are kept in the Medical room. Geraldine O Connell and **Kerry Binns** are responsible for stocking first aid boxes.

First Aid records are kept at the first aid point in the downstairs lobby of the Modular Accommodation, Nursery and Medical room off the PPA room. A member of staff is located in the modular accommodation at playtimes and lunchtimes to deal with any incidents which need treatment. These are then recorded, as **are follow up actions**. More serious accidents are referred to a qualified first aider for further advice or treatment. If a hospital visit is required an ambulance should be called, or transport arranged by parents or Senior Management.

Parents should be contacted immediately in such cases, and informed at the end of the day of minor incidents.

Any accidents requiring hospital treatment should be recorded on an accident sheet following Kirklees Guidance on Recording and Reporting Accidents. **Accidents and incidents are regularly monitored to detect trends and prevent further occurrences.**

A "bumped head" sticker should be sent home with a child involved in such accidents. However, every effort should be made to inform parents/carers in person.

Plastic gloves should be worn at all times when carrying out First Aid treatment/care. All blooded waste should be disposed of in appropriate bags & bins provided.

Medication

Only prescribed medication can be administered in school. Short term prescribed medication is kept in the front office and administered by the office staff only. Parents must sign an authorisation form before this can be done. Longer term medication to be kept in the medical needs room and /or classrooms as appropriate.

Health plans are required for those children and staff with asthma and other long term medical conditions requiring management in school and copies are kept in classrooms. Long term medical conditions such as diabetes are dealt with by appropriately trained staff in the medical needs room adjoining the PPA room.

Further details available-School Medical Needs Policy.

Health & Safety Inspections (Indoor and Outdoor)

Governors have decided to have joint responsibility for Health and Safety.

Inspections are carried out twice a year, or as required, by the Head teacher, School Business Manager, Deputy Head teacher, Governor (when available) and caretaker.

Large P.E equipment is checked annually and outdoor equipment inspections are carried out by the LA bi-annually. All findings will be recorded and shared with Governors and staff. Pertinent points are highlighted with all school community as soon as possible. Head teacher and Caretaker will monitor remedial action. The Caretaker will inform Headteacher of any urgent/incidental incidents as and when necessary. All staff have a duty to inform Senior Management team of all accidents and complete RIDDOR forms as appropriate

All staff are expected to familiarise themselves with Health and Safety issues and adhere at all times to the Roles, Rights and Responsibilities outlined in the HSE poster in the staffroom. All staff have Health & Safety awareness training as part of their Induction. Similarly ALL staff are expected to read the Risk Assessments for Playgrounds and classrooms etc and to act promptly and take immediate action if they have any concerns about conditions of resources/ weather etc. making sure they report their concerns and intervention as soon as possible to SMT. Health and Safety is a standing item on every Governor and staff meeting agenda-all necessary H&S issues are reported to The School Business Manager who logs and refers to School Caretaker and details any follow up actions. SMT report back to staff when necessary.

Access Control

All staff and visitors must use the main entrance to school. Permanent members of staff will be given the code number for the access control system. This number will be changed by the administrator at regular intervals or following any breach of security.

Visitors will sign in and out of school using the visitor's book. A visitor's badge will be issued on arrival and handed in on the way out.

All staff to wear ID badges at all times.

All staff must sign in and out on entry to and exit from the building

Visitors must be accompanied through school at all times.

Children and staff should not give access to unknown people and staff should question any unauthorised people in the school building.

All gates are closed at 8.45 am.

Young adults or unauthorised visitors loitering around the school grounds should be reported immediately to the Headteacher.

Contractors

The Head teacher, Deputy Head teacher, School Business Manager and/or Caretaker are the nominated persons responsible for liaison with and oversight of contractors.

Accident Reporting, Recording & Investigation

Accidents should be reported directly to the Head Teacher who completes all necessary paperwork and reporting to Kirklees Council when necessary.

Asbestos

Kirklees Council Asset Management will be in control of any surveys and site visits in relation to Asbestos on an adhoc basis.

Electrical Equipment

PAT Testing is carried out every 2 years in school with full reports being maintained within the Head Teacher's office. Fixed Appliance testing is carried out by Kirklees Council every three years and scheduled by them and maintained with Asset Management.

Gas Safety

Gas safety checks are carried out quarterly by Kirklees Council Building Services where reports are provided and filed in the main office premises file.

Waste Management

Water Hygiene and maintenance is carried out on a monthly basis by external contractors 'Carillion'. All records are stored in the main office.

Jewellery

The School has a no jewellery policy for children in order to maintain Health and Safety to the fullest.

Lone Working

The school has a no lone working policy in order to maintain Health and Safety to the fullest.

Maintenance / Inspection of Work Equipment (including selection of equipment)

Playground Equipment is checked twice a year usually in April and October with rectification works completed immediately on site and a full report provided to school. PE equipment is checked annually in October with rectification works carried out immediately on site.

Monitoring the Policy and results

Quarterly Health and Safety Inspections are carried out with the Head Teacher, Deputy Head Teacher, School Business Manager, Caretaker and Health and Safety Governor in order to establish any day to day risks that may become apparent, all are minuted and necessary works are carried out accordingly.

New & Expectant Mothers

Risk assessments are carried out on expectant mothers as soon as the school is made aware, this carried out by the Head Teacher or School business manager, all necessary/reasonable adjustments are implemented immediately and copies of the completed forms can be found in the Health and Safety folder within the Head Teacher's office.

Poster on Health and Safety Law

All necessary posters and paper work in relation to Health and safety can be found in the Staff room for all members of staff to access, this will be maintained by the Head Teacher and or School Business Manager.

Reporting Defects

Defects can be reported weekly at regular staff meeting to head teacher, or daily, depending on the severity. All necessary maintenance works is then scheduled by the School Business Manager.

Risk Assessments

The Head Teacher ensures all necessary risk assessments are in place and copies of which can be found in the Health in Safety folder within the Head Teacher's office.

Smoking

Smoking is not allowed on school premises/grounds in any instance.

Use of VDUs / Display Screens / DSE

Display screen equipment questionnaires are carried out every November to relevant members of staff, findings are adjusted as and when required and copies of the

questionnaires can be found in the Health and Safety Folder within the Head Teacher's office.

The following are all carried out by the Caretaker who has undertaken all necessary training in order to comply with the Health and Safety Risks.

- Handling & Lifting
- Working at Height

Review Date

Autumn **Term 2015**, or earlier if determined by statutory requirements or Government guidelines.

Co-ordinator: Diana Wilson Donna Todd Term: Autumn 2014

Health & Safety Policy Responsibilities Check List

This is one of two check lists included in the Kirklees Health & Safety Policy, which we have used to personalise the Policy for Birkby Infant & Nursery School

Responsibilities/functions which have been adopted by the school:

✓

✓	Governing Body
✓	Headteacher
	Heads of Departments
✓	School Business Manager
	Senior Technicians
	Work Experience Co-ordinator
✓	Employees
✓	Health & Safety Lead Governor functions
✓	Health & Safety Competent Persons functions
✓	First aiders functions
✓	Safety Representatives functions and rights

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Guidance Notes which have been adopted by the school:

✓

✓	Violence	✓	PE & outdoor education
✓	Blood borne diseases	✓	LP gas heaters
✓	Visits and journeys	✓	Ladders
	School workshops	✓	Children absconding, etc.
✓	Glazing	✓	Medications
✓	Food hygiene	✓	Health & safety terms
✓	Fire prevention/evacuation	✓	Risk assessments
✓	First aid	✓	Security
✓	Accidents	✓	Meningitis
✓	COSHH		Minibuses
✓	Manual lifting/handling	✓	Asbestos policy
✓	Display screen equipment	✓	Drugs
✓	Building contractors	✓	H & S report to governors
✓	Portable electrical equipment	✓	H & S committee
✓	Stage equipment	✓	Safety quicklist
	PPE	✓	I & M check list
✓	Office health & safety		