

ALDER COPPICE PRIMARY SCHOOL



Achievement through Commitment

Health and Safety Policy

Policy for the Attention of			
<i>Audience</i>	<i>Key Audience</i>	<i>Optional Audience</i>	<i>Additional/Notes</i>
Senior Leadership Team	✓		
Teachers	✓		
Teaching Assistants	✓		
Administrative Staff	✓		
Curriculum Support	✓		
Lunchtime Supervisors	✓		
Site Manager	✓		
Cleaners	✓		
Governors	✓		
Parents	✓		
Website	✓		
Local Authority			

Related Legislation

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- School Premises (England) Regulations 2012

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the School premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the School.

We believe we can help prevent accidents and provide a safe and healthy working and learning environment only if everyone works together to adopt and use safe systems of work and identified good practices of health and safety. Everyone has a duty to take care of their own safety and that of others while on the School premises or during school-sponsored activities.

We believe the maintenance of a healthy and safe school is the shared responsibility of everyone in the School community.

We, as a school community, have a commitment to promote equality. This Policy is in line with the Equality Act 2010.

We believe it is essential that this Policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this Policy.

Aims

- To establish a safe and healthy working and learning environment for all pupils, school personnel and visitors.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To establish safe operating systems within the School.
- To provide training and up dated information.
- To work with other schools and the Local Authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Board

The Governing Board:

- is responsible for the health, safety and welfare of its employees, pupils and visitors to the School premises;
- has delegated the day-to-day management of Health and Safety to the Headteacher, Headteacher's PA, Site Manager and the Senior Leadership Team;
- has appointed a member of staff to be responsible for Health and Safety;
- has delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- has the duty of establishing an appropriate committee in which to consult on health and safety matters;
- will ensure arrangements are in place for the School operating effectively;
- ensures the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- ensures effective monitoring is carried out to evaluate the health and safety performance of the School by involvement and evaluation of inspection reports from the Local Authority, Headteacher and Safety Representatives.
- is responsible for ensuring that the School complies with all equalities legislation;
- appoints the Chair of the Resources Committee who will be the nominated and designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this Policy. The Chair of the Premises, Resources Committee will liaise with the Headteacher, Headteacher's PA and Site Manager, and to report back to the Governing Board on premises, health and safety issues as appropriate;
- has responsibility for ensuring funding is in place to support this Policy;
- has responsibility for ensuring this Policy and all policies are maintained and updated regularly;
- has responsibility for ensuring all policies are made available to parents if requested;
- has the responsibility of reviewing this Policy;
- has responsibility for the effective implementation, monitoring and evaluation of this Policy

Role of the Headteacher

The Headteacher will:

- be responsible for the implementation of the School Health & Safety Policy and to develop a culture of safety throughout the School;
- be trained in and will keep up to date with all health and safety legislation;
- periodically report to the Resources Committee;
- ensure that all school personnel fulfil their duties to co-operate with the Policy;
- work closely with the those delegated to oversee the day-to-day implementation of this Policy;
- provide leadership and vision in respect of equality;
- organise for appropriate risk assessments to be carried out annually;
- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- have in place an Emergency Plan to cover any major incident;
- have in place appropriate Lockdown procedures;

- have in place:
 - fire precautions and an emergency evacuation plan in the event of fire or other incident
 - procedures for first aid provision
 - procedures for the control of substances hazardous to health
 - an electrical maintenance plan
 - an annual plan for Portable Appliance Testing
 - procedures to deal with asbestos and Legionella
- ensure that new school personnel will undertake appropriate induction training;
- ensure that established school personnel receive training when required;
- annually report to the Governing Board on the success and development of this Policy.

Site Manager

The Site Manager will:

- take lead responsibility for the day-to-day management of the School site in terms of health and safety and security;
- comply with the School's Health and Safety Policy, safety procedures and risk assessments;
- conduct regular health and safety surveys on behalf of the Headteacher;
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;
- report immediately any defects or hazards;
- ensure that all new equipment is supplied with the appropriate documentation;
- test the fire alarm system each week;
- maintain a record of hazardous substances used for cleaning and similar purposes

Role of the Resources Committee

The Resources committee will:

- consist of key staff e.g. the Headteacher, nominated governor, and Site Manager if appropriate.
- meet regularly to discuss all health and safety matters.

Role of School Personnel

School personnel will:

- carry out their duties in accordance with the Health & Safety Policy;
- take reasonable care of themselves and others whilst at work;
- co-operate with the Headteacher and others in school to comply with legislation;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Representative
- implement the School's Equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the School community.

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and key staff;
- ensure this Policy and other linked policies are up to date;
- ensure that everyone connected with the School is aware of this Policy;
- report to the Governing Board through the Resources Committee.

Pupils

Pupils are expected to:

- follow the safety rules of the School and in particular the instructions of teaching staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and/or hygiene
- treat others, their work and equipment with respect;
- support the Respect & Responsibility Code and guidance necessary to ensure the smooth running of the School.

The Keeping Safe Guardians also contribute to helping ensure the School is a safe learning environment.

Parents

Parents are expected to:

- support the School in any health and safety matters reported to them on newsletters;
- if appropriate be aware of and comply with this Policy;
- support the Respect & Responsibility Code and guidance necessary to ensure smooth running of the School;
- follow safety instructions which are given at the beginning of public events e.g. productions.

Visitors and People Working on Site

Visitors are expected to:

- take reasonable care of themselves and others while on the School premises;
- co-operate with the safety rules and procedures of the School;
- ensure compliance with risk management when working on the premises;
- report defects or damage to equipment;
- report all accidents and incidents.

Risk Assessments/Safe Operating Systems

- We believe that Risk Assessment applies to everyone and is a key factor in relation to Health and Safety.
- Risk Assessment is something we all do every day and most activities have some form of risk attached to them.
- The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:
 - Preparing and implementing safe working practices;
 - Monitoring, inspecting and reporting regularly;
 - Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.
- We are aware that we may need specialist advice to assess some risks, but many require a common-sense approach and continued diligence.
- We are of the opinion that if something is not acceptable at home then it should not be acceptable in school.
- All of us have a legal responsibility for the safety of our colleagues.

Inspections

- A daily inspection is undertaken by the Site Manager who reports to the Headteacher/Headteacher's PA.
- Weekly checks are also undertaken by the Site Manager.

Reporting

- The Headteacher/Headteacher's PA receives a daily verbal report from the Site Manager.
- Amendments to the daily routine of the School may be made in the light of any reported information to further ensure safety.
- The Resources Committee consider any reports/issues on a termly basis and this is reported to the full Governing Board in terms of minutes of the relevant meetings

Pandemics Procedures Statement

In the event of any future pandemic Alder Coppice Primary School will seek to promote the health, safety and well-being of all the children and staff whilst seeking to sustain the School's key functions and services. In doing so we will follow all the appropriate recommendations from the World Health Organisation (WHO), the British Government, Public Health England (PHE), the Department for Education (DfE) and Dudley Council support teams.

In addition, we shall ensure that all members of our School community are kept informed as appropriate, with a particular emphasis on the communication to pupils, parents and employees through the our website pages, letters, School Communications and e-mail. External access to School email and documents for all staff and students is provided and use made of the School Website.

During any future pandemic access to the School will be restricted as required and email systems will be deployed to allow parents to communicate easily with the school over issues and concerns they may have. A lot has been learnt from COVID-19 and these lessons will be actioned for future pandemics if and as required by the lead agencies.

Health and Safety in the Curriculum

When planning lessons teachers will take into account health and safety implications and adjust their lesson/activities accordingly.

In addition to safety themes which may arise throughout the curriculum discrete elements planned into the School's Personal, Social and Health Education (PSHE) programme include:

E-Safety; Road Safety; Fire Safety, Safety in the Sun; Firework Code; Safety at Home; Anti-Bullying, Stranger Danger, Child Protection & Safeguarding, Relationships and Sex Education, People Who Help us and Safety in the Environment.

First Aid Training

A separate list of up-to-date staff who are trained as First Aiders is maintained.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This Policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this Policy will be reviewed annually or when the need arises by the Resources committee.

SARS-CoV-2 SUPPLEMENT TO HEALTH AND SAFETY POLICY

November 2020

1. Introduction

In recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19.

In order to ensure the School continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented.

2. Risk Assessment

The School has continued to undertake risk assessments during the period of partial closure due to COVID-19. As part of the preparation for wider opening of our school (from September 2020) a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and action plan cover the following Health and Safety elements:

<ul style="list-style-type: none">• Buildings & Facilities• Emergency Evacuation• Hygiene, Cleaning & Waste Disposal• Classrooms• Staffing• Group Sizes• Social Distancing• Medical care	<ul style="list-style-type: none">• Catering• PPE• Response to suspected/confirmed Covid-19 cases• Curriculum/learning environment• Communication• Governance• School events (including trips)• Out of hours use of school
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The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet the current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

3. Roles and responsibilities

a. The Governing Board will:

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

b. The Headteacher will:

- Have overall responsibility for the development and implementation of the Policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

c. All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Headteacher
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all pupils and other staff

d. Parents will:

- Adhere to any recommendations from the School to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the School or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the School
- Ensure their child is aware of any protective measures put in place by the School and to encourage them to comply
- Always adhere to government guidance to reduce the risk of transmission
- Ensure their child does not mix socially outside of school, other than as permitted by current Government guidance

e. Pupils will:

- Observe the Health and Safety rules of the school, including new arrangements in response to COVID-19
- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider school community.

All staff have been given a copy of the Whole School Risk Assessment. Staff are continually updated about procedures and any changes to these at staff meetings, phase meetings, on the daily board, emails and weekly newsletters.

We have completed Individual Staff Risk Assessments for employees who fall into the High Risk Category - Clinically Vulnerable.