



# Greenholm Primary School

## Health and Safety Policy

*At Greenholm, we are a school that is welcoming and safe which creates an environment that is welcoming and safe for everyone. We work hard to create an ethos that promotes inclusive practice for all by providing a consistent and fair approach which is supportive of the continual emotional development of all.*

*The positive ethos is nurtured by modelling and teaching mutual respect, openness and honesty. We always strive to ensure everyone at Greenholm feels empowered and is inspired to achieve high standards.*

This policy needs to be read in line with other policies such as e-safety, Behaviour and Anti-bullying.

### **1.0 Statement of Intent**

The policy of the Governing Body and the Headteacher is to maintain safe and healthy working conditions at Greenholm Primary School for all staff, pupils and visitors. In preparing this policy the Health and Safety Guide-lines of Birmingham LA have been taken in to account.

The allocation of duties for safety matters and the particular arrangements made to implement the policy are set out in this document. An annual review of the policy will take place. The Policy will be kept under constant review and reviewed at least annually.

### **2.0 Responsibilities**

#### **2.1 The LA**

NB: As an academy we do not have to adhere to LA requirements but will always consider any updates they can provide.

#### **2.2 The Governing Body**

Through the health and safety/buildings and premises committee, the Governing Body is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

The health and safety committee considers reports of inspections, assists in safe work systems and discusses new regulations received from the LA or the HSE.



The committee meetings are held termly and have an agenda, and are minuted. A governor reports regularly at meetings of the full Governing Body. Health and Safety is always an agenda item for governors', Staff. The Governing Body is responsible for making recommendations relating to safety.

### 2.3 **The Headteacher**

Overall responsibility for the detailed health and safety arrangements within the school lies with the Headteacher and in her absence with the Designated Senior Lead (Mr. A. Halim) in charge.

### 2.4 **Safety Representative**

Health and Safety committee carry out termly safety inspections. There is an assigned Health and Safety representative Mrs. Dean. Records of the inspections are discussed at the meetings of the health and safety committee. In addition the Headteacher and Site Manager do weekly checks.

### 2.5 **Employees**

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety concern this should be drawn to the attention of the site manager or a member of the Leadership team. Any concerns can be logged on the online ticket system located at <https://grnholm.on.spiceworks.com/portal> also available with a link from the School website called 'Teacher Links'. Informal notes may also be noted on the whiteboard in the caretaker's office. At staff induction a walk and talk around the school is carried out including all things pertaining to keeping safe.

### **Responsibilities of Volunteer Helpers**

All volunteers have the same duties as those indicated for employees.

NB Staff and volunteers are advised to ensure that their own vehicle insurance covers them for use of the vehicle for work purposes, including the transport of pupils if applicable.

### **Pupil Voice**

Pupils in the school council will voice concerns about health and safety within the school and bring their concerns to fortnightly meetings which will be addressed with guidance from H. Haq who will inform the head teacher or site manager.



### **3.0 Procedures**

#### **3.1 Fire Safety**

All exits are marked and kept free of obstructions. There are twenty seven fire extinguishers and a fire blanket in the school also an extinguisher and blanket in the kitchen. Fire safety equipment is checked regularly by Fire Mark and records of their visit are kept. The Headteacher checks the alarm on a regular basis. Fire practices are held termly and recorded in the fire practice book. In the event of a fire, all staff and children congregate on the KS2 playground, facing towards the school. Staff are responsible for checking toilets. It is the responsibility of the Headteacher to call the fire brigade. The green/red register will be taken out by the class teacher and the register will be taken. A list of all staff and visitors on site will be printed out by the office and checked at the assembly point.

#### **3.2 Accidents**

We have first aid boxes in every classroom and one in the medical room, one in the office and one in the Playhouse (Before and After School club). All accidents are recorded and monitored in the medical incident book. There is a separate book in the reception classes for playtime first aid as well as one in year one and one in year two for KS1 incidents. There is also one in year three for KS2 incidents.

All TAs, lunchtime supervisors, the headteacher and deputy head hold an emergency first aid certificate. The School employee designated for 'Forest Schools' will be suitable trained First Aid. Regular emergency first aid courses are held for all TA staff. Notifiable accidents and incidents are recorded and passed to the LA as appropriate.

Letters are always sent to parents when children have a bump on the head.

Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids.

If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two member of staff. In a non-emergency situation, staff can transport a child, but should ensure they have correct insurance cover, otherwise a taxi must be used.

The School has three defibrillators located 1. In the Main Office 2. The First Aid Room 3. The Parent Area of the Jubilee Block (correct as of 2018).

#### **3.3 Reporting Hazards**

All staff and volunteers are responsible for reporting hazards. It is then the Headteacher's responsibility to follow up this report. The health and safety committee monitors the action taken to remedy hazards. Weekly walks are taken by the Headteacher and the caretaker to discuss and problems occurring on site and what action is to be taken.



#### **4.0 Electrical Safety**

Electrical equipment is numbered and logged. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying "Faulty Do Not Use".

In addition, a risk assessment is carried out on an annual basis and appliances tested by a contractor and a certificate held listing all tested and serviceable equipment. At present this is done by Electrotest Services.

Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Headteacher.

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#### **5.0 Control of Substances Hazardous to Health Regulations**

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboard is locked during the day and has signage to indicate danger.

Teaching staff should note that the use of chemicals in science should be checked with the science co-ordinator or the Headteacher.

Please inform the Headteacher of any additional potential COSHH items that have been brought into school other than those on the list.

#### **6.0 Equipment**

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Headteacher, with a note saying Fault DO Not Use. The following points about equipment should be noted:

<b><u>Staple Guns</u></b>	These are not to be used by children and must always be stored in a drawer when not in use.
<b><u>Scissors</u></b>	These should all be rounded.
<b><u>Compasses</u></b>	Verbal warning should be given each time used.
<b><u>DT Equipment</u></b>	Children are instructed in the correct use of this equipment and fully supervised when using tools.



**Ladders**

Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers are advised to use ladders and not chairs when displaying work. See working at height policy.

**PE Equipment**

PE equipment is inspected annually by an external contractor. Records are kept of these inspections.

**Cookers**

Staff are shown how to operate the cooker. It is essential that nothing is placed on the cooker whilst not in use and that is turned off after use. A sign to this effect is on the wall above the cooker.

**7.0 Health and Hygiene**

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**7.1 Notifiable and Infectious Diseases**

Details of notifiable diseases and periods of exclusion are kept in the school office.

**7.2 Medicines**

It is the school policy not to administer medicine except in the case of chronic illness after discussion with parents (Also see administration of medicines policy). A medical care plan is then drawn up in conjunction with the relevant professionals. In general only inhalers are kept in class. Epi-pens are held in a cupboard in the office. Children who go home with a medical complaint or as a result of an accident are recorded in a book in the office. Records for staff with health conditions are also kept. These are similar to the records for children and include the individual's request for any help and assistance that may be required by them.

**7.3 Smoking**

The Governing Body has adopted a no smoking policy within the school building and grounds. This includes electronic cigarettes.

**7.4 Hygiene**

It is the responsibility of the Headteacher in conjunction with the care taker to monitor the cleanliness of the building. This is part of the weekly visual inspection.



All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing and when eating their lunches.

#### 7.5 Disposal of needles

At present only one pupil needs to use needles regularly due to Diabetes. A yellow clinical waste bin is provided by the hospital treating the child, which has a safety lid and is replaced by the hospital when necessary.

#### 7.6 Animals In School

Only the following small mammals can be kept in school – gerbil, mouse, hamster, rabbit and guinea pig.

Fish, tadpoles, caterpillars and butterflies may be kept in school.

No dogs are allowed in the school grounds (except guide dogs).

Guidance on keeping animals is located in “Be Safe”. Stuffed animals are only used if displayed in glass cases.

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#### 9.0 Outdoor Visits

These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. A list of staff attending the trip is drawn up when the trip is being planned so that they can be informed and any cover required arrange. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED.** It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by a member of the Health and Safety Committee.

When residential visits are organised parents are invited into the school to discuss the visit in detail. Staff should be aware of the LA guide-lines for educational visits.

#### 10. Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown, identification should be requested. Visitors are requested to enter only by the front and sign in, having photo i.d. label printed. Visitors must wear this at all times while on site and as part of this process



accept the information given on screen. Doors must be always closed to prevent entry. Staff who remain in school late are advised to keep themselves safe by locking the appropriate doors.

In the event of anything suspicious or if a child or a teacher is at risk of injury then a red hand card will be sent to the headteacher, a member of the SMT or office and they will act appropriately (red card – assistance required). Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action.

Outside classrooms have a telephone system which is linked directly to the office.

## 11. **Contractors**

All contractors are expected to report their arrival and departure to the Headteacher or office staff before commencing work. If they are working in an unsafe manner they are requested to stop work by the Headteacher.

### 11.1 **Lettings**

All bodies using the school building receive information, which includes information about the location of the first aid box, appropriate fire exits and the telephone. They also have a contact number for the caretaker.

## 12.0 **Staff and the Health and Safety Policy**

All staff, teaching and non-teaching, have access to the policy. New staff are given a copy and are required to confirm they have read it.

12.1 Staff are encouraged to attend health and safety courses as appropriate.



### **Appendix 1**

#### **Booklets and Books**

1. Health and Safety – LEA Guid-lines
2. Health/Safety and Schools – Barry Stock
3. Be Safe (science safety guide-lines)
4. Make it Safe (DT safety guide-lines)
5. Safety Guide-lines for Educational Visits and Outdoor Activities.
6. Safety and Disaster Management in Schools and Colleges.

### **Appendix 2**

#### **Security in Action**

##### **Management Practice**

- Records are kept of acts of vandalism, theft.
- Any damage is quickly repaired
- Incidents are reported to the police and LEA as appropriate
- A budget for essential security items is requested as necessary.
- Advice from the Crime Prevention Officer is sought when security or safety is being reviewed.
- All staff are asked to be alert to suspicious activities.

#### **Contingency Planning**

- Keyholders are logged with both police and LA
- Computer back-up records are kept off site.

#### **Evacuation Plans**

- Termly fire practices are held
- The fire bells/equipment are tested regularly
- Escape routes are clearly marked.
- Each room has clear instructions for the evacuation of the building.
- Staff have clear guidelines for checking toilets in the building.



- The headteacher or senior member is responsible for telephoning the police and /or fire service.

### **General Building Security**

- The boundary of the school is clearly defined.
- The school has an intruder alarm.
- The alarm system is set only by the headteacher/deputy or site manager.
- The alarm system is regularly maintained by ADT.

The key holders for the school are controlled. Currently these are the Headteacher and Site manager.

- Access to the building during school hours is restricted by the use of push button gates and ringing into the office who will allow access.
- Visitors are asked to use the front door and must sign in with appropriate ID.
- Staff are encouraged to challenge strangers and ask for identification

### **Security Outside of School Hours**

- Parents are encouraged to report any suspicious activities to the police.
- The school has external lightning.

### **Equipment/Money**

- Computer equipment is kept in classrooms. It is security marked and records are kept of serial numbers.
- Staff have lockers, which can be used for personal property.
- Cash holdings are kept to a minimum.
- All Cash is counted in the Main Office and at all times visible to the Security Camera. Money is not left unattended in the Office
- The Finance Assistant varies the timing of bank visits.
- Money is collected regularly by an outside provider and the Finance Assistant monitors the service provided



**Health and Safety Policy check list**

1. Have you got a copy of the Schools Health and Safety Policy?
  
2. Do you know how to report an accident?
  
3. Do you know where the accident book is kept?
  
4. Do you know what the fire drill is?
  
5. Have you been made aware of any workplace Hazards?
  
6. Do you know who to report to about any faulty equipment or anything which may cause injury?
  
7. Do you understand your responsibility towards health and safety?
  
8. Are you aware of the safety policy regarding doors?

Name:

Signature..... Date.....