



KING'S OAK PRIMARY SCHOOL



Bedford
Borough
Council

School Health and Safety Policy

Paul Davies

Signed by Chair of Governors

Dated: September 2017

Signed by Headteacher

A. J. England

Dated: September 2017

Reviewed: September 2017
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Section A -Statement of Intent

Introduction

The aim of the safety policy and associated policies / procedures is to provide a safe and healthy working environment for employees, pupils and visitors to the school.

In order to create a strong and positive health and safety culture within the School, its safety policy must be more than just a document, it must be an embedded part of the overall management structure and controls. All Governors, staff and pupils will play their part in its implementation.

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in the workplace.

The Governing Body will ensure, so far as is reasonable practicable, that employees, pupils and others whose health and safety may be affected by the School's undertaking, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others.

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

The School's objectives will be achieved by:

- Providing a safe and healthy working and learning environment.
- Establishing and promoting a robust health and safety management system within the School.
- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities through the risk assessment process.
- Ensuring safe working methods and providing safe working equipment.
- Ensuring roles and responsibilities are understood and communicated.
- Providing effective information, instruction and training.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters (both union and non-union).
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- Teach safety as part of Students' duties where appropriate

The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of employees, pupils and visitors.

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Section B - ORGANISATION

Introduction

In order to achieve compliance with the Governing Body's Statement of Intent and the Objectives of this policy the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

The Governing Body

The Governing Body has the responsibility to ensure that:

- a) A clear written statement of intent is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.
- h) New Health & Safety legislation or guidance is recognised and acted on appropriately and that relevant persons attend training where appropriate to enable them to do this.

Governor responsible for Health & Safety – Sam Goodby

Please see separate document “Lead Governor role for Health and Safety Job Description”

The Headteacher

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure this Policy is communicated adequately to all relevant persons.
- d) Appropriate information on significant risks is given to visitors and contractors.
- e) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- f) All staff are provided with adequate information, instruction and training on health and safety issues.
- g) Risk assessments of the premises and working practices are undertaken.
- h) Safe systems of work are in place as identified from risk assessments.
- i) Emergency procedures are in place.
- j) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- k) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Arrangements are in place to monitor premises and performance.
- m) Accidents are investigated and any remedial actions required are taken or requested.
- n) A report to the Governing Body on the health and safety performance of the school is completed annually.
- o) Ensure that they keep up to date with new Health & Safety legislation or guidance and attend training where appropriate to enable them to do this.

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Next Review: September 2018

The School Health and Safety Co-Ordinator is Sukh Singh - School Business Manager

The School Business Manager is responsible for:

- a) Co-ordinating and managing the risk assessment process for the school.
- b) Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- c) Making provision for the inspection and maintenance of work equipment throughout the school.
- d) Ensuring that all health and safety documentation is appropriately maintained and available to all employees and inspecting authorities e.g. Ofsted / HSE.
- e) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring that staff are adequately instructed in health and safety matters in connection with their specific work place and the school generally.
- g) Carrying out any other functions devolved to him by the Headteacher or Governing Body.
- h) Ensuring that unsafe conditions being reported and dealt with to agreed timescales.
- i) Keeping up to date with new Health & Safety legislation or guidance and attending training where appropriate to enable them to do this.

Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

This includes Deputy Headteachers, Assistant Headteachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers/Supervisors, Technicians and Site Manager and Assistant Site Agent.

They have the following responsibilities:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of adopted/ approved health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work (including temporary staff).
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are recorded and investigated appropriately.
- h) Include health and safety in the annual report for the Headteacher.
- i) Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise e.g. Design & Technology, Science, Physical Education, Managing Contractors, Working at Height, Asbestos, Legionella, and attend training where appropriate to enable them to do this.

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Next Review: September 2018

Special Obligations of Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid, accident/incident reporting and other emergencies, and to carry them out, applying the same principles to include off-site activities, work-placements and educational visits and journeys.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the correct use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to safe systems of working, plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to the Headteacher or Head of Department or School Business Manager.
- i) Ensure that they keep up to date with new Health & Safety legislation or guidance applicable to their specific area of expertise e.g. Design & Technology, Science, Physical Education.

Site Manager

The Site Manager has been delegated responsibilities by the Headteacher and School Business Manager:

- a) Be aware of, and adhere to, all HSE and Local Authority policies and procedures on health and safety, including asbestos procedures, the safe disposal of equipment, inspections etc.
- b) Ensure all statutory tests and inspections are undertaken including fire alarm, fire equipment, PAT testing, water tanks, intruder alarm, boilers, equipment, Legionella, emergency lighting, lightning protection, cookers etc., and identified faults or failings are addressed in a timely fashion.
- c) Maintain a planned preventative maintenance schedule for the site with the aim of bringing in line service contracts across the three buildings with the aim of achieving efficiency savings.
- d) Review of any H&S report for example in relation to fire safety, electrical, water safety and ensuring appropriate action is taken on the actions contained within the reports.
- e) Ensuring that appropriate records are updated and maintained in in relation to health and safety for example fire log book, water log book etc.
- f) Attend health & safety courses, including training on asbestos, as directed by Headteacher, and identify training for other site/cleaning staff.
- g) Be aware of new legislation affecting building works and ensure the school is complying with any relevant provisions such as the Construction Design and Management (CDM) Regulations.
- h) Assist with Fire Safety Management procedures by:
 - [i] Ensuring the maintenance of fire protection equipment;
 - [ii] Supervising the investigation of any fires or dangerous incidents and reporting to the School Business Manager;
 - [iii] Prepare notifications of means of escape routes, ensuring all rooms have means of escape directions displayed;
 - [iv] Updating school emergency evacuation plans following any changes;

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Approved FGB: September 2017
Next Review: September 2018

- [v] Ensuring a fire evacuation plan is carried out and recorded every term;
- [vi] Ensuring the Site Team fulfils the roles identified in the schools emergency evacuation plans
- [vii] Completing Personal Emergency Evacuation Plans PEEPS for staff and pupils

- i) Undertake health and safety monitoring procedures, in accordance with school's health and safety policy and log all findings so that a record of notes of work planned as a result are available.
- j) Taking and recording appropriate action taken against any defects reported.
- k) Overseeing the cleaning staff and ensuring they have been trained in the safe use of chemicals.
- l) Carry out site/cleaning/equipment/working practices Risk Assessments, as required, ensure all relevant parties are aware of RA's, devise safe procedural operations in line with RA's [e.g. manual handling, safe ladder work etc.], arrange any training as required, monitor adherence, and review each RA on an annual basis.
- m) Ensure that a parking register of authorised users is maintained, taking action as necessary to have vehicles causing an obstruction removed.
- n) Undertake monthly health and safety tours of the school with the School Business Manager, logging items for action, having first taken any effective emergency action as necessary.
- o) Bring to the immediate attention of the Headteacher and the School Business Manager any issues that may affect the Health and Safety of any site user or visitor.
- p) In liaison with the School Business Manager ensuring only competent contractors that have been assessed for competency are used on the school site. Ensuring that there is an exchange of safety information and the Site Team provides an induction to all contractors and retains a record of this.

School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed under both the Safety Representatives and Safety Committee Regulations 1977 by a recognised trade union (Safety Representatives) and also under the Health and Safety (Consultation with Employees) Regulations 1996, elected by the workforce (Representatives of Employee Safety).

For further information regarding the different responsibilities of health and safety representatives refer to www.hse.gov.uk (INDG 232), Bedford Borough Council Health & Safety Manual, secure area for schools document SO6.

However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, to which they have a right under the Safety Representatives and Safety Committee Regulations 1977 or the Health and Safety (Consultation with Employees) Regulations 1996. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative / Representative of Employee Safety in order that they can play an effective role in the management of health and safety within the school.

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Next Review: September 2018

Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. In particular employees must:

- a) Comply with the School's Health and Safety Policy and procedures at all times.
- b) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- c) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- d) Act in accordance with any specific H&S training received.
- e) Report all accidents and near misses in accordance with local procedures.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Know and apply the local procedures in respect of fire, first aid and other emergencies.
- k) Co-operate with appointed Health and Safety Representatives and the Enforcement Officers of the Health and Safety Executive.
- l) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- m) Use all work equipment and substances in accordance with instruction, training and information received.
- n) All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
- o) Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

N.B. The Governors and Head teacher will make students (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

Visitors

After reporting to the Reception, regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

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Next Review: September 2018

Section C – Procedures and Arrangements

All Bedford Borough Council (BBC) documents referred to in the Procedures and Arrangements section are available to download at [www.bedford.gov.uk/education and learning/secure area for schools/health and safety/manual](http://www.bedford.gov.uk/education%20and%20learning/secure%20area%20for%20schools/health%20and%20safety/manual)

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Accident Reporting, Recording and Investigation

Also see BBC Health and Safety Manual – A01 Accident and Incident Reporting and Investigation

The school follows the BBC accident reporting guidelines.

Any accident or injury is to be reported to the School Business Manager by the person or persons involved in the accident, or by the head of department and entered in the accident report book, (either the student accident book or the staff accident book).

All accidents must be reported to the main school office immediately.

Accident books are held in the medical room under the supervision of the main first aider. Completed accident forms should be passed to Sukh Singh, School Business Manager for sign off.

The School Business Manager is to ensure that the Governing Body are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR, 2013).

All accidents, incidents and near misses are entered on to AssessNet online reporting system and reported to the Health & Safety Executive if required by Sukh Singh who is the Schools AssessNET online accident system Administrator.

Sukh Singh, School Business Manager is also responsible for undertaking accident investigations.

Asbestos

Also refer to the BBC Health and Safety Manual – A02 Asbestos Health & Safety Procedure, Information Circular BBSIC/10/35 (Sept 2010), Bedford Borough Council's Asbestos Management Plan, BBC Manual for Site Agents and Caretakers.

The school follows the BCC Asbestos Health and Safety Procedure.

The Head Teacher is responsible for ensuring a site specific Asbestos Management Plan is drawn up which should clearly set out who has responsibilities for Asbestos management on site.

The Site Manager and Assistant Site Agents are required to attend asbestos training with Beds Borough Council.

The School Asbestos Log Book is stored in the main office. This also contains the school asbestos management plan.

A member of the Site Team or in their absence the School Business Manager is responsible for ensuring contractors have sight of and complete the Asbestos Log Book for the site prior to starting any work on the premises.

There are three asbestos management survey to cover the following buildings:-

- Nursery
- Kings
- Oak

The school business manager is responsible for briefing staff as part of induction on the rules on drilling, affixing anything to walls and, ceilings etc.

The school follows BCC Procedure for reporting damage to asbestos materials – any damage is reported immediately to the Site Manager and School Business Manager and the emergency plan is implemented.

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Next Review: September 2018

Audit

King's Oak Primary school is committed to ensuring that the health and safety arrangements in place within the school are checked on a regular basis.

The Site Manager or members of the Site Team will undertake certain checks for example weekly check of school and record this.

Termly checks will be carried out by the School Business Manager, Site Manager and the Governor responsible for Health & Safety using the BBC inspection template form.

Teachers will also be expected to complete regular checklists on their classrooms and report any issues to the Site Team following the schools hazard reporting procedure.

BBC Health & Safety Team will undertake a review of the whole school safety management system at least every 2 years to ensure that King's Oak are meeting objectives within the Health & Safety Policy.

Health and Safety Management actions are included within a prioritised action plan and the school's health and safety policy will be reviewed and updated annually or when significant changes occur within the school whichever is sooner.

The Site Manager is responsible for ensuring plant and equipment is serviced and inspected in accordance with statutory provision and maintaining records for inspection.

The School Business Manager is responsible for co-ordinating the monitoring, inspections and audits within the school.

School Governors will receive a termly report on their health and safety from the School Business Manager.

Behaviour Management/Bullying

The School has a behaviour policy which is available on the schools website. The Headteacher and Deputy Head are responsible for its implementation and arranging training for staff.

All incidents must be dealt with on the spot and recorded as soon as possible using the Integris management Information system. The school operates a rewards system for pupils encouraging positive behaviour. Unacceptable behaviour is outlined in the policy along with the 4 steps sanctioning process.

The school will monitor the frequency and the severity of any behaviour incidents that occur on a regular basis through:

- Records of incidents
- Risk assessments
- Individual education plans
- Pastoral support plans
- Parental involvement
- External agency involvement

Caretaking and Cleaning

Refer to BBC Manual for Site Agents and Caretakers, [www.bedford.gov.uk/ education and learning/ secure area for schools](http://www.bedford.gov.uk/education%20and%20learning/secure%20area%20for%20schools). See also Hazardous Substances section of this document for information on Control of Substances Hazardous to Health (COSHH).

ICP is the usual chemical supplier (Jangro products) and they provide the safety datasheets for the chemicals used. ICP carry out annual training to all the cleaners on their products.

COSHH assessments have been completed by the Site Manager and held in the Site Managers office.

The school employs a Site Team which consists of a Site Manager and two Assistant Site Agents.

Reviewed: September 2017
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Next Review: September 2018

The Site Team work opposite shifts and work to ensure there is always someone on the Site Team on site during the day and for lettings.

The Site Manager manages the School's cleaning staff at the school and is responsible for training cleaners on safe use of chemicals and supervising their work and maintaining their training records.

The cleaners work between 3:45pm and 6:45pm.

PPE is provided to cleaners and members of the Site Team and the Site Manager is responsible for the ordering, issuing and inspection and maintenance of PPE.

Cleaners are assigned particular classrooms and are informed of any risks associated with those areas e.g. science labs.

Where the school employees young persons (under the age of 18) the School Business Manager will complete a young person risk assessment.

The Assistant Site Agents are responsible for opening and locking up the school.

Children at school (non-pupils)

Staff Children

Non school children e.g. staff's own children should only be allowed into school during holidays, school week, strike days by prior arrangement with the Headteacher and will be in the library or dedicated classroom supervised by the staff parent.

Contractors

The school follows the BBC Health & Safety Manual – C02 Managing Contractors procedures.

Those contractors that cannot demonstrate Health & Safety competency will not be used by King's Oak Primary school.

Once approved there will be an exchange of safety information between the school and contractor – the school will provide school site rules and details of any hazards on the school site.

All contractors will be asked to sign in at reception and will be provided with site rules and emergency evacuation procedures, who to contact when on site etc.

The Site Manager will be responsible for the management of contractors maintaining an approved contractors list etc. and monitoring them on site.

The Site Manager and School Business Manager will review service contracts annually.

A member of the Site Team is responsible for the induction of contractors on site. by providing in the exchange health and safety information and agree safe working practices while on site.

The Site Manager is responsible for checking contractor risk assessments before a project and monitoring contractors working methods.

The frequency of client contractor meetings during works depends on size and scope of the projects.

Consultation arrangements with employees

The school does have a health and safety working party consisting of the governor responsible for health and safety, Headteacher, Business Manager, Site Manager, Science Coordinator, PE Coordinator, Assistant Head – EYFS, Instructor for Food Technology, Kitchen Manager.

Reviewed: September 2017
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Next Review: September 2018

Employees will be consulted on H&S related issues through staff briefings – 8:20 am on Monday in the main school Hall on the Kings Site. Also through notices, calendar update, pupil information and good news.

Whole staff meeting – Thursday every fortnight at 3:30pm prompt until 4:30pm to be held on King Site. KS1 and KS2 meetings each alternate week to be held at each site.

Curriculum Safety (including out of school learning activities)

Risk assessments are required to be completed for all school work activities including those off site.

Heads of Key stages are responsible for ensuring risk assessments are completed for their area of control and that these are reviewed annually or following a change.

Heads of Key stages to provide a copy of risk assessments/reports to the School Business Manager when requested.

The School Business Manager is responsible for retaining keeping a central list of all non-curriculum risk assessments for school activities and ensuring these are reviewed annually or following a change.

The schools EVC is responsible for ensuring risk assessments are completed for school trips.

The school has access to Cleapss Guidance for Science and Food Technology.

As a primary school the teaching of design and technology is within the classroom and the use of specialist Design and Technology workshop when formally a middle school and associated equipment has been removed from the school.

For PE the schools refers to BBC guidance and Safe Practice in Physical Education and School Sport (Association for Physical Education – www.afPE.org.uk). Risk assessments in relation to PE activities such as swimming (offsite) are recorded.

Display Screen Equipment (DSE)

See BBC Health & Safety Manual –D01 Display Screen Equipment, DSE01 Self-assessment form

DSE users will have their work stations assessed annually or following an office move. The school will provide equipment and adjustments as identified by the risk assessment.

A user has been defined as staff that use a pc or laptop continuously for more than 1 hour a day. This applies to school office staff. The school will pay the costs of an eyesight test every 2 years for a user and basic costs for corrective appliances (glasses) for those users that require them for VDU use only. Staff can apply for this through the School Business Manager.

The School Business Manager to ensure DSE assessments are completed for all DSE users annually or following an office move. Any issues/defects arising from the use of DSE should be reported to the School Business Manager for investigation.

Guidance information for DSE users will be provided by School Business Manager.

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Next Review: September 2018

Educational Visits and Journeys

The School follows the BBC Educational Visits and Journeys Policy which is accessible through the online EVOLVE system.

The educational visits and journeys co-ordinator (EVC) for King's Oak Primary is Sue Liley, Finance Officer.

The school uses the Evolve online system for educational visits and trips and the schools' EVC provides training to all teachers on an annual basis.

Guidance information and template risk assessments for staff to follow when organising any off-site trips is on the schools shared teachers drive.

Electrical Equipment (fixed and portable including curriculum based equipment)

Refer to BBC Health & Safety Manual – E01 Electrical Safety.

Everyone has a responsibility to carry out user checks each time they use the electrical equipment and report any defective equipment to the Site Team.

Inspection and testing of portable electrical equipment is carried out by competent person annually coordinated by Site Manager, who maintains records of inspection and testing.

Staff should not be bringing in personal electrical items into school.

The Site Manager will arrange testing of all fixed electrical installation (every 5 years) following budget approval by the Finance committee.

All staff are informed of the procedures for reporting defective equipment (via email to Site Manager).

Equipment (other, including curriculum based equipment)

The Site Manager is responsible for maintaining records of inspection and testing of the following equipment:

- Pressure Systems.
- Gas Appliances.
- Minibus.

The Site Manager is responsible for arranging servicing, maintenance and testing of all work equipment in line with statutory guidance.

Farm

The school has a small farm that is positioned at the rear of the school. The farm is designed to be used by pupils from King's Oak primary as part of the curriculum. The farm is also visited by other schools.

There is a contract with an outside contractor who is responsible for the animal welfare etc. within the farm and they visit twice a day 365 days a year.

The school will follow HSE and industry guidance with regard to the farm.

A farm risk assessment is available on the school website for visiting schools and visiting schools are expected to complete their own risk assessments.

There is a dedicated outside classroom where pupils can change and also wash hands. The Site Team is responsible for replenishing the soap and hand towel in these facilities.

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Next Review: September 2018

Fire Precautions and Emergency Procedures

Refer to BBC Health & Safety Manual – FR01 Fire Risk Assessment Template, F02 Fire Risk assessment guidance, PP01 Emergency Evacuation of persons with mobility impairment guidance, PP01A Personal Emergency Evacuation Plan template.

Also refer to Kings Oak Primary Fire and Emergency Evacuation Procedures

Under the Regulatory Reform (Fire Safety) Order 2005 the Headteacher, Ali England is deemed to be the “responsible person”.

However, the Headteacher has delegated responsibilities for the management of fire to the School Business Manager, who will be responsible for ensuring the following:-

- A fire risk assessment is carried out and then reviewed annually
- Emergency evacuation plan is in place
- Fire alarm is tested on a weekly basis by the Site Team and recorded
- Fire doors and fire extinguishers checked weekly by the Site Team
- Statutory maintenance and testing of fire alarm and emergency lighting and smoke detectors is undertaken
- Fire drill is undertaken each term
- Personal Emergency Evacuation Plans (PEEP's) are completed for staff and pupils
- Staff are trained on fire evacuation procedures
- Fire warden training undertaken

Staff will be encouraged to report any suspicious packages to the senior leadership team.

Emergency situations will be reported to the most senior leadership team to determine the appropriate course of action.

Michael Newton, Site Manager will arrange the annual review of the Fire Risk Assessment. As a new school King's Oak primary commissioned a risk assessment from an external consultant October 2014 and continued annually thereafter.

Location of assembly points:

- King is grass area near tennis courts
- Oak Reception and year 2 it is the farm area
- Nursery and year 1 it is near the trim trail

Emergency evacuation plan is located in the fire log book.

The Site Manager is responsible for the weekly testing of the fire alarm, monthly lighting checks etc. and recording the fire log book.

The fire log book is stored in the site manager's office.

The fire alarm is tested weekly – King Building Monday at 8.10am, Oak Building 8.20am and recorded in the fire log book.

The school practices an evacuation on a termly basis and records this in the fire log book

The following staff are Fire Wardens:

All 19 fire wardens have been allocated zones to sweep in the event of a fire and report to the Fire Controlling Officer (Headteacher or Deputy Head in their absence). Plan of the Fire Warden Areas are held in the fire log book.

All staff will receive an induction that covers the fire safety arrangements for the school and this will be recorded and held with the School Business Manager.

Visitors and contractors will receive their information on the schools fire evacuation procedure when signing in at reception.

All hazards including Fire Safety hazards should be reported to the Site Team

Reviewed: September 2017
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Next Review: September 2018

General fire evacuation procedure

The fire bell is a continuous ring. Details of the fire evacuation procedures are displayed in each of the classrooms and other rooms and areas around the school.

Pupils should walk in silence, in an ordinary manner to the fire assembly point. Pupils should line up in front of their class sign in alphabetical order.

First Aid

See BBC Health & Safety Manual – F03 First Aid.

The School Business Manager is responsible for ensuring a first aid risk assessment has been carried out to determine the school's first aid requirements.

The school has a designated first aid room where treatment is provided next to main reception. All first aid treatment is recorded by the first aider on the first aid log sheets.

Playworkers also record any minor first aid treatment in first aid books held in their tabards. Completed books are held by the lead first aider in the first aider room.

The Headteacher's PA/Office Manager is responsible for keeping the list of displayed first aiders up to date around the school and for ensuring the first aid kits are checked and restocked termly.

The Headteacher's PA/Office Manager is responsible for keeping a record of all first aider training and track when refresh training is due.

Where a child needs to attend hospital from the school the child's parents will always be contacted.

In the event of someone requiring hospital treatment that requires an ambulance then reception will always call 999. If it is urgent and a parent/carer is unable to travel in the ambulance then the pupil will be escorted by the Headteacher Ali England or the Deputy.

The list and locations of trained first aid staff is displayed in the main first aid room next to the main school office/reception area and around the school.

Every classroom has a first aid box.

Carrie Allen is responsible for checking and restocking first aid boxes across the school site.

First aid arrangements outside school hours and includes covering the hours when cleaning staff are working is covered by the Site Team.

Lettings are responsible for their own first aid provision and this is covered in the schools lettings policy.

Sue Liley, Educational Visits Coordinator ensures there is adequate first aid provision for offsite trips.

Grounds Maintenance

Refer also Contractors & Hazardous Substances sections of this document for information on Managing Contractors and the Control of Substances Hazardous to Health (COSHH).

The maintenance of the grounds is undertaken by an external contractor managed by the Site Manager, Michael Newton.

The contractor signs/in out in reception and records work undertaken in a school grounds maintenance log book held in reception. The contractor will provide details of any treatment (pesticides) etc. on the school grounds and copies of COSHH assessments for these substances and these will be stored in the grounds maintenance logbook.

The grounds maintenance contractor will inform reception of any accident etc. when working on the school premises.

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Hazardous Substances (Control of Substances Hazardous to Health Regulations (COSHH))

Refer to BBC Health & Safety Manual – C03 COSHH Guidance, CA01 COSHH Assessment Template.

As a primary school the curriculum delivery does not involve the use of chemicals, however if these are to be used then staff will refer to Cleapss guidance.

Other substances used by the cleaning staff have been risk assessed and substances that are less hazardous and more environmentally friendly have been chosen where ever possible. PPE has been provided where identified by the risk assessment process.

The Site Manager is responsible for obtaining the material safety datasheets for the cleaning substances, COSHH assessments and ensuring cleaning staff have received training in chemicals and how to use them, a record of this training will be held in the COSHH manual held in the Site Managers office.

Appropriate PPE will be provided to cleaners where identified by the COSHH assessments (gloves etc.)

Cleaners receive training on the use of chemicals annually by the Cleaning Product supplier.

The Site Manager is responsible for the selection, issue, maintenance and storage of PPE for cleaning staff (vinyl and marigold gloves).

Inclusion

The school will plan for and have assessments in place for SEN pupils, making reasonable adjustments in respect of access under DDA.

The school's SENCO and is responsible for ensuring these assessments are undertaken and staff are suitably informed and trained to be able to support SEN pupils safely and effectively.

Staff are suitably informed and trained to be able to support include pupils safely and effectively.

Legionella

Refer to BBC Manual LO1 management of legionella and Site Agents Handbook

Site Manager, Michael Newton is responsible for legionella management on site.

A water risk assessment is arranged and carried out every 2 years by Michael Newton Site Manager. Michael Newton is responsible for ensuring implementation of actions and highlighting issues that cannot be resolved locally to the School Business Manager.

The Site Team will carry out all the temperature monitoring in line with BBC H&S Manual LO1 legionella Guidance.

All records relating to water safety are kept in the water log book held in Site Managers office.

The Site Team have attended legionella training to enable them to fulfil their duties.

Lettings/shared use of premises/use of Premises Outside School Hours

Sukh Singh is responsible for lettings/ out of hours activities.

Michael Newton, Site Manager is responsible for providing information to hirers using the premises out of hours.

Arrangements for lettings are outlined in the Schools Lettings policy available on the schools website. All lettings have to adhere to the policy and complete the booking form.

A member of the site team is dedicated to going through the emergency evacuation procedures with the hirer and responsibly for locking up and securing the building after the letting.

The hirer is responsible for first aid provision for their lettings.

Insurance requirements are detailed in the schools lettings policy.

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Lone Working

Refer to BBC Health & Safety Manual – L02 Lone Working Policy and Guidance, (Work Instruction) SWI06 Lone Working, KOP lone working policy.

The School Business Manager or Site Manager email arrangements for staff coming in over the school holidays.

When contractors are on site there is always a member of staff on site.

Lone working risk assessments have been completed for activities involving lone working (locking up after lettings etc.).

Reception to check contractors/visitors have left the building at the end of the school working.

Site Team to carry out regular welfare checks on contractors working alone in a secure area that meets safeguarding criteria for example the boiler room.

Managing Medicines & Drugs

Refer to DFE Guidance on the Management Children with medical conditions.

School has in place a separate Managing Medications policy

Carrie Allen, is the schools managing medicines coordinator. Carrie has attended Managing Medications training in the last 3 years and arranges specific staff training on medication for staff for example epi-pen training on an annual basis.

The school has obtained an emergency inhaler and has included the protocol for this in the managing medicines policy.

Note: School Management of Medicines policy should also be included in school prospectus

Manual Handling and Lifting

Refer to BBC Health & Safety Manual – M01 Manual Handling, MA01 Template Manual Handling Risk Assessment, Work Instruction SWI02 Manual Handling.

Wherever reasonably practicable, manual handling will be avoided, using mechanical lifting methods instead. A trolley and skates, sack barrows have been provided.

Manual handling risk assessments will be undertaken by the Site Manager for standard activities that the Site Team undertake.

Most staff just require basic training on principals of safe lifting and this will be provided as part of their induction but those who do more manual handling will receive manual handling training e.g. site agent.

The Site Team have completed manual handling training online through Bedford Borough.

Minibus

Refer to separate school minibus policy

The school minibus is stored in the main Oak car park. The keys are stored in the main reception and the log book is located in the mini bus.

The following staff are authorised to drive the minibus:

- Kathryn Alexander
- Marina Allen
- Ali England
- Marie Hinkley
- Mark Upshaw
- Michael Newton

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Next Review: September 2018

- Natalie Fitch
- Erin Mills
- Alison Calder
- Carly Boast
- Christina Hodges

The school owns and operates 1 minibus. Only staff that have passed MIDAS training are authorised to drive the minibuses.

The Headteacher's PA/Office Manager manages the minibus drivers and the use of the minibuses. This will involve:-

- Keeping copies of minibus drivers licenses on file (checked annually)
- D1 on Driving Licence
- Copy of MIDAS training on file

The Site Manager manages the minibus drivers and the use of the minibuses. This will involve:-

- Annual MoT certificate, TAX
- Proof of regular maintenance
- Renewing minibus insurance
- Arranging servicing and repairs

Mini bus drivers who receive endorsements on their license are expected to provide details to the School Business Manager.

Minibus drivers should carry out and record checks on the Minibus before use and complete minibus checklist and any defects should be reported to the Site Manager.

Mobile phones should not be used whilst driving the school minibuses.

Mobile Towers

The school has a scaffold tower that is used by occasional by the Site Team. The Tower is stored on the stage in the Kings building main hall.

Mobile scaffolding may be used where work has to be undertaken at height and where there is space to erect a tower safely. Users (Site Team) will be trained and competent to erect or dismantle the structure in accordance with the manufacturer's manual / guide.

The Site Team (once trained) is the only person authorised to erect and use the tower scaffold and ensuring in particular:

- Height to base ratio will not exceed manufacturer's recommendations.
- Outriggers will be used or the tower connected to the building/ structure, for stability.
- Towers will only be ascended from the inside, on narrowest side.
- Work only undertaken from fully boarded platforms with guardrails and toe boards.
- Ladder / stepladders will not be used to gain extra height as this can cause the tower to overturn.
- Comply with HSE Guidance Note GS42 "Tower Scaffolds".

The Site Team will attend PASMA training and this training will be refreshed every 5 years.

Noise

No risk of noise in school.

The school has no dedicated music room or D&T equipment therefore the risk of noise is minimal.

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Occupational Health

The school uses the Bedford Borough Council Occupational Health Service

Outdoor Play Equipment & PE Equipment

The indoor and outdoor play equipment is checked annually by approved contractor: Play safe.

The site team checks the condition of the play equipment on a weekly basis and records this.

Any defects notified to the Site Team should be repaired

Personal Protective Equipment (PPE)

Refer to BBC Health and Safety Manual – Work Instruction SWI01 PPE.

See Cleaning section for cleaners PPE.

The Site Manager is responsible for assessing the requirements for PPE for the Site Team. This will be identified through the risk assessment process.

The following have been provided to the Site Team:

Gloves, jackets, fleeces, hi-visibility, boots (steel toe caps) boots for all weather conditions. Also team provided with trousers and t-shirts.

Site Manager is responsible for training the Site Team in use of PPE (completing H03 H&S record sheet) and checking that the Site Team wear their PPE.

Risk Assessments - General

Refer to BBC Health and Safety Manual – R01 Risk Assessment Guidance, RA01 Risk Assessment Template, PA01 New and Expectant Mothers Assessment Template, D01 Display Screen Equipment Guidance, DSE01 DSE Assessment Template, C03 COSHH Guidance, CA03 COSHH Assessment Template, FR01 Fire Risk Assessment Template, F02 Fire Risk assessment guidance, PP01 Emergency Evacuation of persons with mobility impairment guidance, PP01A Personal Emergency Evacuation Plan template M01 Manual Handling Guidance, MA01 Manual Handling Risk Assessment Template..

The Site Manager is responsible for ensuring that risk assessments are undertaken for the building. The relevant curriculum area is responsible for their risk assessments (PE, Art, Primary Science).

The School Business Manager is responsible for undertaking specific risk assessments (i.e. staff who are pregnant or who have health problems).

SENCO is responsible for undertaking specific pupil risk assessment where appropriate e.g. SEN)
All risk assessments will be held by the Site Manager and reviewed annually.

School Transport

See BBC Health and Safety Manual, Occupational Road Risk Policy (RO2)

See separate school Minibus policy

Security

Refer to Insurance and Risk “School Security” guidance (contact Insurance Team for copy)

The Site Manager is responsible for the arrangements in place for securing school site.

The school uses the services of CYS security company to call out on a security alarm activation.

Emergency contacts for school: Michael Newton and Ali England, Headteacher

School opening times: 6:30am to 6:30pm last letting to 8:30pm

The school has CCTV and see *separate CCTV Policy*.

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Site Maintenance

Refer to BBC Manual for Site Agents and Caretakers (available at [www.bedford.gov.uk/ education and learning/ secure area for schools](http://www.bedford.gov.uk/education%20and%20learning/secure%20area%20for%20schools)).

The Site Team is responsible for the arrangements for the upkeep and maintenance of school buildings and site.

All hazards should be reported via email to the Site Manager who is responsible for prioritising the work within his team and maintain the spreadsheet with progress updates.

All hazards/issues reported are recorded on a spreadsheet and then tracked by the Site Manager and School Business Manager.

Slips, Trips and Falls

A member of the Site team will carry out a daily check of the school building (King's and Oak) to identify any defects.

In addition there will be a formally recorded weekly check of the school buildings.

There will be a termly walk round with School Business Manager, Site Manager and School Governors for Health & Safety.

As part of their induction and ongoing staff briefings staff are reminded to report any defects/hazards to the Site Manager.

Staff Training & Development

The School Business Manager is responsible for all new staff inductions including temporary staff about health and safety arrangements.

Training needs will be identified through the risk assessment process and through staff PDR.

The Site Team will require specific H&S training for their role: fire safety, hazardous substances, working at height, PASMA, legionella, Manual Handling, Asbestos.

All staff H&S training records will be held by the School Business Manager.

Stress

Refer to BBC Stress Management Policy, chapter 3, section 17 of Personnel Handbook for Schools.

The school uses the services of Bed Borough Council Occupational Health Service and can access employee support.

Swimming

The school does not have a swimming pool and uses the facilities of Robinson swimming pool in Bedford.

The risk assessments for this is all covered through EVJ and follows the LA "Swimming in Schools Policy" and Safe Practice in Physical Education and School Sport (Association for Physical Education, section 26.2, Aquatic activities)

Vehicle Movements on site

The school has a one way system in place for vehicle movement on site.

Contractors are required to park in the delivery bay outside the Site Managers office to unload materials tools etc. and then will be directed to park in the main carpark.

There is no requirement for any deliveries to involve reversing and so a banks man is not required.

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Violence (also see lone working)

See BBC Health and Safety Manual VO1, Violence at Work, Work Instruction SW107 Violence at Work.

All incidents of violence against members of staff will be recorded and investigated by the School Business Manager.

The school will have in place risk assessments for lone working, meeting parents etc. to identify risks and control measures.

Visitors

All visitors must sign in at main reception and will be provided with health & safety information to them i.e. parking, disabled facilities, accident reporting, fire and evacuation, first aid.

See Contractors section for more details but a more detailed induction will take place by the Site Team or in their absence the School Business Manager.

Work Experience

Refer to BBC Health and Safety Manual YO1 Young Persons, YO1A Employment of temporary staff and young persons safety record.

All arrangements for work experience will be overseen by the School Business Manager who will also complete their risk assessments and induction.

All those on work experience will be assigned a person to supervise and monitor them whilst working.

See Training and Induction section.

Working at Height

Refer to BBC Health & Safety Manual, SWI05 Working at Height, refer to BBC Manual for Site Agents and Caretakers

The Site Manager is responsible for undertaking WAH risk assessments.

Members of the Site Team will attend working at height training. The Site Manager is responsible for completing ladder safety checks.

Contractors working at height (water consultant) will be expected to complete their own risk assessments and method statements for accessing the water tower.

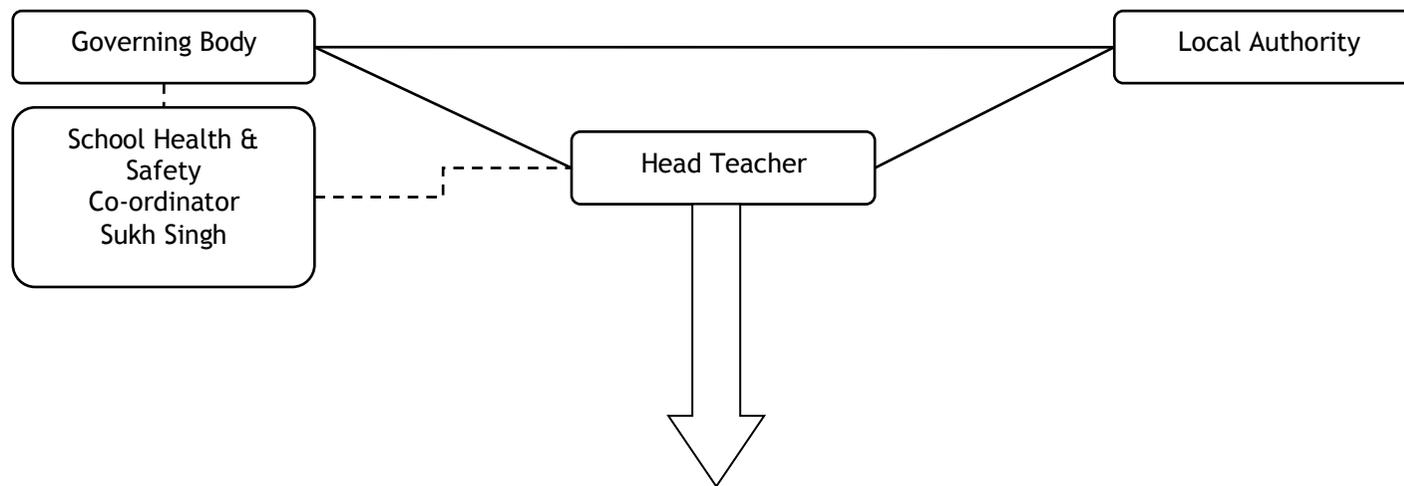
Section D – Arrangements of Monitoring and Evaluating the Policy

The Governors will review the H&S policy on an annual basis by the Governing body or following any major changes since the last review.

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Appendix 1

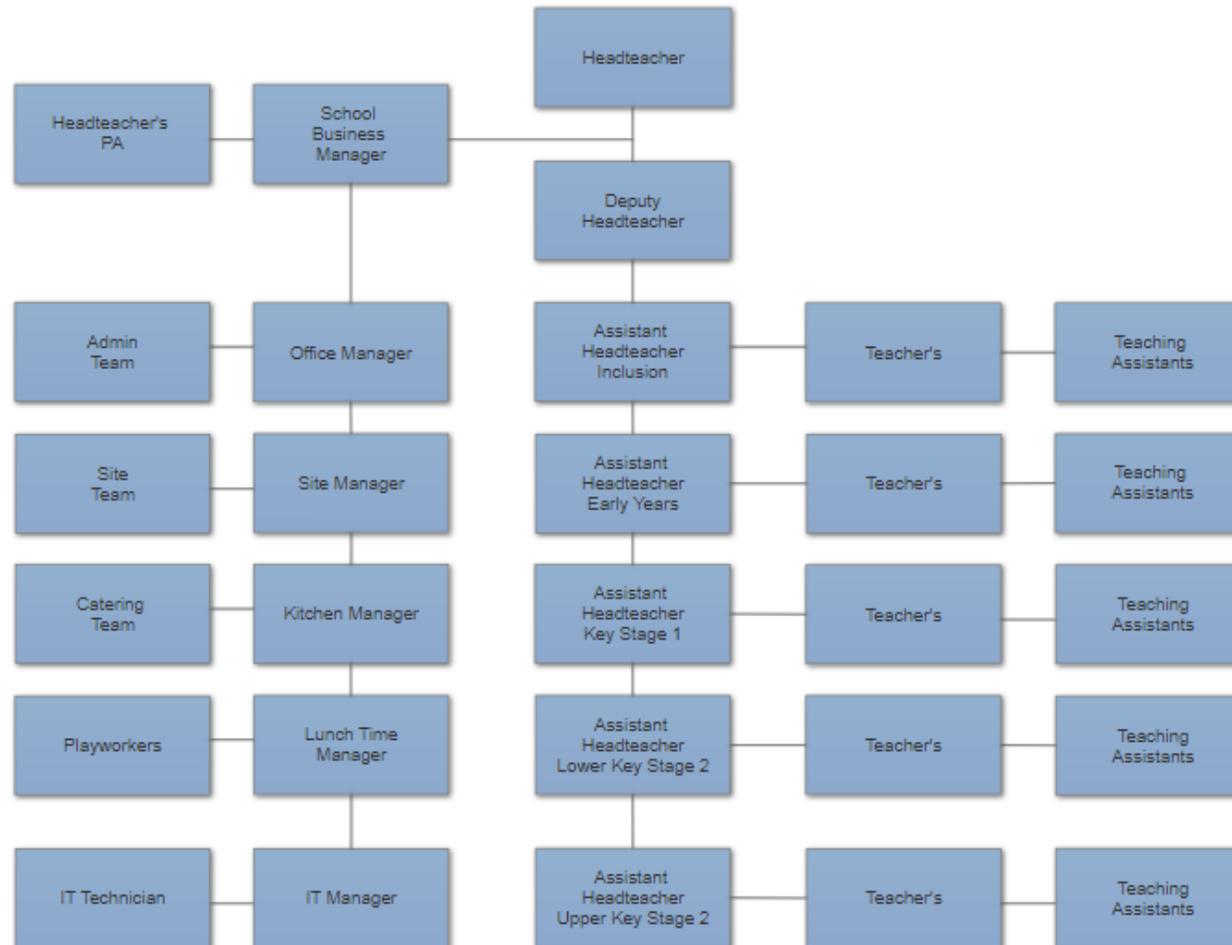
Organisational Chart for a King's Oak Primary School



See School Structure on next page

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King's Oak Primary School Staffing Structure 2017-18



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 Next Review: September 2018