



SEA MILLS PRIMARY SCHOOL

Aspire • Believe • Succeed

Health and Safety Policy
May 2022

Reviewed and approved by:	Teresa Lloyd and Sian Randall
Date approved:	May 2022
Date of next review:	May 2023

Updates :

Updates EVC and First Aiders Feb 21

Updated: Health and Safety Coordinator and change from Governor committee to Health and Safety Standards committee (4) 16.5.19

Addition of COVID -19, Mental Health services, Food preparation and Hygiene (March 21)

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices		Date	21.03.22
EIA CARRIED OUT BY:	Sian Randall	EIA APPROVED BY:	

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		X
Gender Reassignment (transsexual)		X
Marriage and civil partnership		X
Pregnancy and maternity		X
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		X
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		X
Gender (male, female)		X
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		x

Any adverse impacts are explored in a Full Impact Assessment.

1. School Health and Safety Policy Statement

School Governors and Head Teacher recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation the governors and Head Teacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work. In carrying out the above policy effectively the Governors and Head Teacher, within the ethos of self-regulation, undertake so far as is reasonably practicable to:-

- Seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- Provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- Ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary.
- Bring to the attention of all regular and temporary employees, pupils, visitors, contractors, at the school premises their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, training and supervision as is necessary;
- Identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger. In addition to assist in the proper implementation of this policy the Governors and Head Teacher will;
- Keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- Bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

2. Health and Safety Representatives and Organisation

TITLE	NAME
Chair of Governors	Jenny Winfield
Head Teacher	Sian Randall
Deputy Head Teacher	Andrew Kinnear
Health and Safety Governor	Teresa Lloyd
Caretaker	Paul Stevenson
Business Manager	Jenny Dormer

Health and Safety and Welfare Advice & Training

Bristol's Council's Health & Safety Manager –0117 922 2500

Crime Prevention Officer – Jeanette Cadden (PCSO) 07889656832

Training Contact – hr.coporatesafety@bristol.gov.uk 0117 35 21400

Fire Control/Emergency Evacuation

Avon Line Control

Telephone: 0117 926 2061

Fire Safety Officer

Sian Randall/ Andrew Kinnear

Nominated Premise Fire/Emergency Co-ordinator – Mrs Sian Randall, Andrew Kinnear

Fire/Emergency – Mr Paul Stevenson 0748121771

Health and Safety Coordinators

Sian Randall, Paul Stevenson and Jenny Dormer

Reporting and Recording of Accidents etc

Persons nominated for the documentation of accidents, diseases, dangerous occurrences, and incidents of violence:

Sian Randall

Mrs Sue Phillips

Health and safety (First-aid) regulations 1981

Lead Certificated First Aider – Mrs Sue Phillips

First Aiders – please see First Aiders posters for current staff

Educational Visits and Risk Assessments Co-ordinator (EVC)

Katherine Billingham

Legionnaires Coordinator

Paul Stevenson

Portable Electrical Appliance Testing

Paul Stevenson

Control of Substances Hazardous to Health Assessment Co-ordinator

Paul Stevenson and Tracey Hasell

3. Responsibilities of Nominated Personnel

3.1 School Governors

- will be responsible in conjunction with the Head Teacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy Statement, Organisation and arrangements
- will cause the Health and safety Policy to be translated into effective action at all levels within the school
- will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are operating safe working practices
- will ensure that Health and Safety is put on the agenda of every main governor meeting
- in liaison with the Head Teacher, will ensure that professional safety advice is available and that a safety officer for the premises is appointed
- will make adequate financial provision for carrying the policy into effect
- will cause the effectiveness of the policy and safety performance of the school to be monitored
- will cause the health and safety policy to be amended whenever necessary
- will promote an interest in, and enthusiasm for Health and Safety matters throughout the school
- will nominate a governor to sit on the Health and Safety Committee

3.2 The Head Teacher

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the governors to ensure full compliance with all its requirements
- will appoint persons as listed in the organisation so as to deal with the day to day issues on Health, Safety and Welfare
- will periodically review the policy and draft amendments to it whenever necessary
- will monitor the safety performance of the school and take such steps as may be necessary to improve performance
- will ensure that all employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are individually allocated
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- will be responsible for the formulating and execution of the Health and Safety training policy for staff, in order for them to undertake their work safely
- will ensure that a suitable and sufficient assessment of risks to the Health and Safety of all persons on the school premises are carried out. The assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk
- will promote an interest in, and enthusiasm for Health and Safety matters throughout the school
- will ensure that appropriate staff liaise with subject advisers and health and safety officer/coordinator on health and safety matters

- will provide ongoing recommendations and present an annual report on Health and Safety to the governing body.
- will be responsible for dealing with visits from the Health and Safety Executive Inspectorate. Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act.

3.3 The School Health and Safety Co-ordinator

- will create a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved
- will initiate and maintain positive measures to raise the level of safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc.) working with the school administrator.
- will ensure that leads and plugs are regularly checked. All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular they should check electrical leads for evidence of fraying and plugs to ensure they are tightly fitting. Any defects should be notified to the Head Teacher as soon as possible and a note made in the Defects Book for subsequent repair by a competent person. The Caretaker will be responsible for checking those items of electrical equipment which are provided for cleaning purposes.
- will liaise with Citation
- will ensure that they are conversant with current legislation affecting Health, Safety and Welfare of staff, pupils and others.
- In all health and safety issues dealt with by the appointed School Safety Governor, expert advice will be sought from Bristol City Council when appropriate.

3.4 Teaching Staff

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- will take special care in matters of health and safety if they teach in potentially hazardous areas (the kitchen, pond...) and be aware of specific guidelines contained in risk assessments
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management or the Safety Governor as appropriate.

3.5 Support Staff

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do

- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Head Teacher

3.6 Caretaker

- will ensure that staff under his immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- will arrange for all levels of staff under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters;
- will identify health and safety repairs and put into operation as necessary emergency work required to ensure the Health and Safety of staff, pupils and others;
- will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
- will liaise with Property Services/outside bodies on matters of health and safety relating to electricity, gas, water supplies
- waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- will be able to manage asbestos in the building and be familiar with the Asbestos Register
- will ensure that the school transport system includes for safety repairs to be carried out where necessary and be maintained in a safe condition;
- will promote an interest in, and enthusiasm for Health and Safety throughout the school.

4. Health and Safety Standards Committee

Terms of reference

- In conjunction with the Head Teacher to monitor and generally keep under review, the state of repair of the school buildings. To assist with this, establish any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Head Teacher or the Committee any items of concern.
- With the Head Teacher, liaise, as appropriate, with the School's Building Surveyor over the establishment of the list of necessary repair and maintenance items to be undertaken.
- To, in conjunction with the Head Teacher, initiate any necessary emergency repairs that may arise from time to time, e.g. following break-ins, vandalism etc.
- To consider and recommend to the full Governing Body any desirable improvement projects that might form the subject of bids, for resourcing, from Bristol City Council or from school funds in connection with this to obtain any necessary estimates and feasibility studies.
- To be responsible for the co-ordination and successful completion of any self-help projects approved by the Governing Body.
- To draft for full Governing Body approval a written Health and Safety Policy for the School.

- To monitor and keep under review the Governing Body's Health and Safety Policy making recommendations for amendments or modifications as appropriate.
- To, in conjunction with the Head Teacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full Governing Body as is appropriate.
- To recommend to the full Governing Body the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.
- To make arrangements and establish any necessary procedures to ensure that the school site is kept free from litter and refuse.
- To ensure that all security measures and procedures, including signage and lighting are in place.

Meetings

The Committee will meet three times a year to fulfil its responsibilities and to meet any prescribed deadlines. Meetings of the committee shall be called by the Resources Chair to the committee with seven days' notice.

5. Health and Safety Governor

Terms of Reference

- The study of accidents and notifiable diseases and their record keeping.
- Examination of safety audit reports by Citation on a similar basis.
- Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety Act.
- Consideration of reports which safety representatives may wish to submit.
- Assistance in the development of safety rules and safe systems of work.
- A watch on the adequacy of safety and health communication and publicity in the workplace.

6. School Health and policy arrangements

6.1 Access on to and exit from the school site

- The school premises is organised in way as to ensure that pedestrian and restricted traffic can circulate in a safe manner
- Signs and lines have been put in place for designated parking e.g. staff, disabled etc
- Security gates are in place to ensure children cannot come into contact with the vehicles

6.2 Accident and reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) require that Employers report:

- all fatal and specified major injuries,
- any injuries that result in the inability of an employee to work more than 3 days,
- or any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience

The Health and Safety Incident/Violence Investigation Form must be used. Under the requirements of the Regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations. The Nominated Person, Sian Randall, must immediately notify Bristol Council's Health and Safety Directorate by the quickest practicable means during office hours telephone number: Bristol City Council 01179 222979
Incident Contact Centre on 0845 300 992.

They will report the incident to the Health and Safety Executive (HSE - <http://www.hse.gov.uk/>).

The incident must be confirmed in writing within 48 hours using the Council Accident Report Form (CARS).

Reporting an Incident out of hours

It will be necessary to contact the Health and Safety Executive Incident Contact Centre directly. Either by phone (0845 30009923) or go online. Instructions are available on the back of the white sheet of the CARS form.

If there has been a serious incident that has required reporting, then it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

- The Yellow copy is retained for the school files in the administrator's office,
- The White copy must be sent to Health and Safety Team Bristol City Council Park View
- The Green investigation form must be sent to the directorate safety officer at Bristol City Council Park View

In addition to the completion of the appropriate form, it is useful to ensure that a note of all telephone notifications is made, including:-

- the time of the call
- the name of the caller
- what details were given of the event being notified

Reviewing accidents

An analysis of the accident reports and near misses will be undertaken at intervals and considered by both school management and the Governors' Resources Committee with Health and Safety Responsibilities for consideration of further action.

STAFF must be aware of the following:

- Parents are advised of incidents in writing by means of a note where deemed necessary.
- Details of the injury, time and date must be included, this is essential for head injuries.
- Parent slips are kept by the accident book in the Administrator's Office.
- Children's allergies are permanently on view in the staffroom and in supply folders

6.3 Bad weather contingency plans See 'Inclement Weather Procedures'

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

6.4 Mental Health and Confidential Counselling Service

The school acknowledges that the Local Authority provides a confidential counselling service for all staff (NOSS). Governors commend the use of this service to staff. Staff can find out more details through the Occupational Health Department.

6.5 Contractors

All contractors working on the school premises are to report to the school office prior to starting work. All contractors will be informed of the School's emergency procedures. For extensive work or high risk jobs the contractor must comply with the recommendations and procedures issued by Bristol City Council and current health and safety legislation. Close liaison between the Council representative and contractors must be maintained. The above will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

School safety arrangements regarding contractors

Bristol City Council assesses the safety credentials of a contractor and these contractors will be listed on the approved list. If a contractor is not on the approved list then all reasonable checks upon that contractor need to be carried out. This should include references and DBS assurance. The following are factors will be considered as part of the safety vetting procedure

- details of current relevant issues, supported by documentation where necessary;
- sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, permits to work etc., as applicable;
- confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements are laid down in the contract;
- clarification of the responsibility for provisions of first aid and firefighting equipment;

- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- arrangements for suitable working times and segregation of school activities from the contractors work areas;
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

6.6 Control of Substances hazardous to Health

(COSHH) NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the School's COSHH Assessment Co-ordinators (NAMES listed in section 2) will:

- identify and control these substances, minimising the risk of exposure to staff and others. • ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a Bristol City Council COSHH assessment form will be used to ensure conformity. Copies of these documents will be available in the Administrator's Office
- ensure All users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ensure equipment is used as instructed.
- ensure personnel protective equipment/clothing is available and used when required (See Section 5.16 PPE.)

All Staff must be: Aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Caretaker/Business Manager.

Legislation The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found in the COSHH assessment file kept in the Business Manager's Office.

6.7 Display Screen equipment (visual display users)

Staff who use computers including laptops must ascertain whether they are classed as users. (E.g. use a computer/laptop for 1 hour or more at any one time during their working day).

Staff who are classified as a user must undertake a workstation risk assessment. Speak to the Business Manager who will be able to give you a copy of the self-assessment and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the user then report back to the Business

Manager who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc

6.8 Fire Safety

The Fire Risk assessment is sited in the Business Manager's Office. This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out by the Business Manager annually. As a result of the assessment, if any precautions are identified the school treats them with high priority. The Fire Policy statement is kept with the Fire Risk Assessment. Notices of fire procedures are fixed to visible sites around the school and in every classroom. Emergency exit doors and routes are kept clear at all times and not obstructed by random storage at any time. All fire doors are kept permanently unlocked while the premises are in use. The Caretaker arranges checks for all firefighting and detection equipment annually to ensure they are within the "use by" date as is the statutory requirement. In addition there is an annual check of all fire extinguishers by an approved contractor. The fire alarms are tested weekly by the Caretaker and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and the associated KYSIB guidance. Records are kept in the book found in the Business Manager's Office.

Fire drills take place every term. Details are recorded and notes made of any problems which needing remedying.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered.
- The Fire Brigade will be summoned by the School Administrator but in circumstances where the Administrator is not at school, once everyone has safely left the building and moved to a place of safety. A delegated member of staff will ensure that the Fire Brigade is summoned.
- Fire Marshalls will sweep their designated areas and report to the 'Person in Charge'.
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the office staff will take the registers with them on evacuating the premises.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to the School Office and sign the appropriate 'Visitors' book and ensure they are familiar with the fire precautions. Office staff must remind visitors to read the emergency arrangements.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safely will be repaired.

6.9 First Aid

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A risk assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys. If medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor's or hospital by a member of staff. The school seeks to ensure that at least 2 members of staff have received training on a first aid course and two other members of staff have the additional paediatric training.

The training is provided by Bristol City Council Occupational Health Team who has been approved by the Health and Safety Executive. Copies of the First Aider's certificates are displayed in reception or see section 2 for names of all the First Aiders within the school.

First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations: a) in the School Office, b) in the Staffroom, c) in the kitchen/s d) disabled toilet
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished, by the first aider, as soon as possible after use in order to ensure there is always adequate supply of all 14 materials. (Additional supplies are stored in a cupboard in the Staffroom)
- The First Aider on duty is responsible for ensuring these are replenished as soon as possible after use.
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders. The names of persons nominated to deal with first aid can be found on the wall in the Staffroom and school office.

Recording First Aid

Treatment Records of all incidents treated will be made in the accident/Incident exercise book for pupils/students for events that do not arise out of a fault of the premise/activity etc. All other incidents will be recorded on the Health and Safety Incident/ Violence form section 5.1 for further information on accident/incident reporting.

6.10 Housekeeping

The school has adopted policies and practices which lead to a safe working environment and good housekeeping is practiced at all times and sets a good example to the pupils.

- Staff should ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the Caretaker should be contacted to assist.

- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis by the Cleaning Staff.
- Hygiene standards are of the highest attainable by all staff serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Head Teacher/person with delegated responsibilities for Health and Safety

6.11 Lone Working

Working Alone

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the staff room.

Any staff wishing to work outside normal school hours must have prior agreement/permission from Head Teacher or designated senior manager.

Also see section 5.20 for school security and staff/governors responding to call-outs.

6.12 Manual Handling

The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided.

A specific manual handling risk assessment will be undertaken for the task/activity and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Those staff who undertake manual handling will be familiar with the risk assessment process and read the completed risk assessments and follow the control measures at all times.

General manual handling guidance for all staff

To avoid manual handling injuries you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisted, stretching and reaching where practicable. See pictures of correct procedures in **Appendix 3**.

6.13 Transport use

- Teachers, parents and others who drive pupils in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to drive pupils in their cars. The Head Teacher will request assurances as necessary. This will be encompassed in the risk assessment for trips where necessary.
- The driver is responsible for making sure that pupils have a seat belt and use it at all times and if necessary use booster pads. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. Vehicles without seat belts **will not be used**.
- Parents' agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents', volunteers' or other pupils' cars. Parents, volunteers or other pupils driving pupils will not be allowed to be alone with a pupil. The party leader will arrange a central dropping point for all pupils rather than individual home drops.

6.14 Out of Hours use of school premises

- Consideration will be given to persons using the premises outside school hours in order to ensure their safety.
- A responsible person will be nominated to represent the school and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.
- There will be control over the number of persons attending functions at the school to ensure it complies with the details in the Fire risk assessment. If necessary further advice will be sought from the Fire Safety Officer details are in Section 2.
- Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow the procedures.

6.15 Parental/Adult Help

- All parents and adults must be DBS (police) checked if they offer to help with clubs, transport or any other school activity.
- When using their own car they must prove that their insurance is validated to take children on school business and the car is road worthy, taxed and MOT where appropriate.

6.16 Personal Protective equipment (PPE)

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or pupils as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

A delegated member of staff will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE.

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

6.17 Portable electrical appliance testing

The Head Teacher or delegated responsible person is responsible for ensuring that all portable electrical equipment testing is biennial by an approved contractor.

A register of all such electrical equipment used in the school is kept in the School office. No equipment other than newly purchased may be used unless tested. This includes personal equipment brought into school by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.

The Caretaker, will be responsible for co-ordinating the registration, inspection and testing of equipment. (See section 2 for name person responsible).

All staff will be informed/instructed to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date etc.

All hard wired electrical instalments are maintained by Property Bristol City Council at least every 5 years unless changes have occurred.

6.18 Risk Assessment

The school will assess all risks to safety and health as required by the Management of Health and Safety at Work Regulations.

All significant risks will be recorded on the approved Bristol City Council risk assessment which will be updated annually unless changes occur before the said time and the assessment will be reviewed and amended. The relevant staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the School's Health and Safety Co-ordinator.

Risk assessments will be carried out before every educational visit unless one is available. It will be reviewed to ensure nothing has changed since the last visit.

All P.E. activities have been risk assessed including the use of the outdoor play equipment.

For staff who do not feel confident to undertake a risk assessment there is additional guidance in Appendix 2. Otherwise the member of staff can discuss this with their Line Manager and arrange to go on a training course provided by TWS.

6.19 School Security (Safeguarding)

Refer to the SAFER SCHOOL INITIATIVE CRITERIA

This will be monitored at least annually by Bristol City Council's Crime Prevention Officer and the Health and Safety committee.

- Gates are locked at the same time each day in the morning at 9.00 am and after school at 6.30 pm. After school clubs use the main door to dismiss children.
- Office staff monitors those that come to the door at reception before deciding who to let into the building.
- All visitors sign in and out, wear badges of identification and lanyard.
- The main doors have good locking mechanisms.
- The school is alarmed.
- Some school staff, the head teacher and deputy head teacher can activate the school's electronic security system. The School Business Manager has a full inventory of key holders and keys that have been allocated.
- Anyone working with or giving lifts to the children has been DBS checked.
- All electrical devices are subject to biennial testing.

- Fire drills take place every half term. Details are recorded and notes made of any problems needing remedying.
- Lock down drills take place each large term.
- Blinds/curtains have been installed in all classrooms and corridors for security.
- All staff have been made aware of the Health and Safety at Work Act 1974, and associated legislation through a poster in the staff room.
- A HSE Health and Safety Poster will be displayed in a prominent position.

The Caretaker is responsible for the security of the school at the end of the day and during school holidays by ensuring that doors, windows, skylights etc are secured. All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day.

Responding to call outs

The systems that are in place are:

- The following persons are the school's nominated representatives who will respond in the event of an out-of-hours call out: **Paul Stevenson, Sian Randall and Andrew Kinnear**. The school have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

Call out arrangements

The school has introduced call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

a) Police Attendance –

In any call out situation it is preferable to meet the police on site or at a police station before travelling to site. This ensures that there will be at least two people present on site and with a direct link to support, e.g. police radio, should it be required. Following any event the risk assessment should be reviewed and further control measures implemented where appropriate.

6.20 Supervision of pupil's arrangements

The school will be open from 8.45am to 3.20 pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times unless they attend Breakfast Club and After School Club. Parents are informed of the details of the school arrangement at the beginning of the school year and reminders sent throughout the year when necessary.

The school arrangements must contain the following:

- Supervision ratios & locations between school opening and lesson start time
- Supervision ratios & locations at break and lunchtimes
- Supervision ratios & locations between end of lessons and school closing time
- Areas to be used by pupils outside lesson times

6.21 Violence

The School follows Bristol City Council's Policy and Guidance on Violence at Work. Head teacher, Deputy Head teacher and School Office Administrator are responsible for ensuring that **All** staff:

- are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical abuse see 6.2. for Accident Reporting.
- are aware of Bristol City Council's arrangements available to victims of violence at work.
- that they have meetings with potentially hostile parents in the presence of another member of staff.

Staff will be trained to handle aggressive or unacceptable behaviour where it is identified to be required.

6.22 Visits and Journeys

Bristol City Councils Visits and Journeys Guidance are used and the Educational Visits Coordinator (EVC) is listed on page 3 of this policy. The EVC will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed. (N.B. If the EVC is not the Head Teacher then the EVC must make sure the Head Teacher countersigns the approval documents including the risk assessment.)

Risk assessments for Educational visits

- Teachers will make a pre-visit to the place of their visit where practicable to assess the site/activity.
- They will complete a risk assessment form and return it to the EVC for approval.
- They will read/be aware of the Bristol Council Educational Visits and Journeys Policy.
- They must ensure the ratio of adults to children will comply with national guidelines and Bristol Council's Guidance and approved by the EVC\Head Teacher.
- They must get the consent of every child's parents/guardian before taking them on a visit. On a visit which will extend beyond the school day, the teacher will establish a telephone pyramid in case of a coach breakdown or any other delay.
- First aid provision will be provided suitable for individual trips.
- Teachers must remind children to wear seatbelts.
- DBS checks will be required for parents/helpers/volunteers.

6.23 Work equipment

Work equipment relates to all things that assist you to do your job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguishers etc.

The equipment must be suitable and fit for purpose. Therefore before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment: that are made to all equipment. The log/record is kept in the Business Manager's Office.

- Consideration will be given for the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practical provided by the companies that provide the equipment.
- The equipment will be maintained to ensure the equipment remains in good condition by the Caretaker/or will be under contact for maintenance and repairs either via Bristol City Council - Property Services or the Supplier.

It is the responsibility of the person using the equipment to ensure it is in a safe condition before using it. They may require instruction and/or training before the initial use to know how to undertake the checks.
The school keeps a record of the inspections and checks that are made to all equipment. The log/record is kept in the Office.

6.24 Food Preparation

At least one member of staff when preparing food should have completed their level 1 Food safety and hygiene course.

6.25 COVID-19

Please refer to COVID-19 risk assessments, training documents, covid-19 section of the website and COVID-19 folder on the SLT drive.

7. Monitoring and Review

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis. This includes a Health and Safety inspection from a 3rd party e.g. Citation.

The Head Teacher, Business Manager and the Health and Safety Committee will be responsible for reviewing and amending this policy in conjunction with the Annual Health and Safety Self-Monitoring Checklist and Fire Risk Assessment which is required by the Local Authority.

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident/incident reports
2. All advisory reports received
3. All termly audit reports (where appropriate)
4. The annual audit report
5. Incident reports i.e. near misses and violence
6. Other information about changes in requirements as they occur.

Aspects of these will be reported on to the appropriate Committee of Governors/Officers responsible for Health and Safety so that any review of policy that may be necessary or contemplated can be informed by them.

**Sea Mills Primary School
Policy Statement**

Name of school or premise: Sea Mills Primary School

Name of the responsible person: Mrs Sian Randall

The Caretaker, Head Teacher, Governors and staff acknowledge and accept our responsibilities under current fire legislation the Regulatory Reform (Fire Safety) Order 2005 these responsibilities are addressed in the above establishment by:

1. the provision of a suitable and sufficient risk assessment
2. appropriate fire precautions;
3. management systems that identify staff with specific fire safety duties, enable the safe evacuation of employees, students and others from our buildings and minimise the damage in the event of fire.

The following are provided to meet the requirements of the relevant legislation:

- an appropriate method of giving warning in case of fire;
- suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of fire;
- suitable emergency lighting where necessary;
- suitable fire signage;
- suitable fire-fighting equipment at appropriate locations throughout the building;
- appropriate structural fire precautions.

Our fire safety management plan incorporates:

- a suitable and sufficient risk assessment which gives information about significant risks and is brought to the attention of employees and any others affected by those risks;
- an emergency evacuation plan for the premises; regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
- the production of a fire safety training programme for all employees, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment and evacuation plan; systems for recording the content, duration and provider of fire safety training;
- the provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.

Signed: _____

Caretaker/Head Teacher/Governor

Date: _____

In the event of a fire please operate the nearest fire alarm and leave building by the nearest fire exit, then proceed to the assembly point in the end playground.

Children in class

Upon hearing the fire alarm all classes should:

1. Line up calmly and exit classrooms or hall via the nearest fire exit (patio door or fire door).
2. Last person please close the door behind you.
3. Proceed to the assembly point in the end playground and line up.
4. When children are lined up at the assembly point, teachers should make a quick head count.
5. School Office Administrator will circulate all registers which should be checked immediately by teachers and clearance sent via non-teaching staff to the Senior member of staff.
6. In the event of a child being unaccounted for please inform the Senior member of staff immediately.
7. No one should re-enter the building until the all clear is given by the Head Fire Warden.

Lunchtime

- Children having lunch in the hall should leave via the fire exits one class at a time with their SMSA, and then proceed to their assembly point in the end playground.
- The dinner registers should then be checked.
- Teachers in school at this time should exit by the nearest escape route and re-join their class.

Communal areas, Staff and Visitors

- General Assistants and Nursery Nurses should check corridors, toilets and cloakroom areas.
- School Office Administrator will check staff and visitors against signing in books.

NOTE:

- All adult staff **SHOULD** be aware of the location of fire appliances and know how to operate them.
- When doing P.E. in the hall, shoes should be taken into the hall at all times. If there is an emergency, put your shoes on and proceed to the end playground and line up. **DO NOT** return to the classroom for your clothes.

Appendix 2

GUIDANCE NOTES ON COMPLETING A GENERAL RISK ASSESSMENT

Introduction

- An assessment of risk is a careful examination of the activities undertaken within the workplace and should assist employers to determine what measures should be taken to comply with relevant statutory requirements.
- The duty for employers to carry out risk assessments is detailed in Regulation 3 of the Management of Health and Safety at Work Regulations 1999. The responsibility for undertaking the assessments lies with the supervisor/manager of a Department/School or Section.
- It is not necessary to create a risk assessment form for all operations, and each should be prioritised into risk categories e.g. low, medium and high. Using the Bristol Council risk assessment form, identify the activities/operations that take place in the school/department and categorise them into high, medium or low risk. Concentrate on assessing those activities that are considered to be high-risk first and medium risk second, leaving low risk till last. (It may be proven that a more detailed assessment is not required for low risk, if no significant risk is identified).

Completing a Risk Assessment

1. (Section A) Outline of the Task/Activity being assessed

- Give details of the work activity being assessed; give a brief description of the purpose/method that will be understood by all concerned

Specific Legislative Requirements

- Many tasks are controlled by specific Health and Safety Legislation, which Managers/Heads of department/Supervisors should be aware of. In this section any specific legislation affecting the work activity should be detailed e.g. Manual Handling, Work at Height, The Construction Design Management Regulations, if scaffolding is being used or the Noise at Work Regulations if a noise problem has been identified.

Directorate/Workplace (School)/Team and Reference Form No.

- Each assessment should be given a reference number and an index kept of all assessments. The location of the particular work activity being assessed should also be detailed. Relevant staff should be involved to ensure a full understanding of the work procedure that they are to undertake

2. Section 2 the risk matrix to assist in assessing the level of risk.

3. Section 3 This is the main area for identifying the potential hazards.

Level of Skill/Training required

- Special skills or training are required on certain work activities and these should be identified i.e. use of a ladder, manual handling training, working with chemicals, driving the minibus.

Chemicals/Materials involved

- If a particular product has been identified as part of the work activity, it should be established if it has been approved for use. See CLEAPSS guidance for further details.
- Each approved product that is used on site will require a separate assessment to be undertaken especially those that fall under the Control of Substances Hazardous to Health Regulations. The supplier/manufacture is required by law to provide a manufacturer's data sheet which identifies the hazards of the substances and remedial first aid measures etc. A competent/experienced person must undertake this assessment. The product's name and assessment date should be identified.

Specific Work Equipment

Any tools or work equipment required to carry out the work activity should be included in this section. However this should also give the assessor the opportunity to establish if the equipment is being used correctly and is in a good state of repair.

List the Main Hazards identified:

Look only for the hazards that you could reasonably expect to result in significant harm from the work activity. The following is a non-exhaustive list of hazards that may be identified;

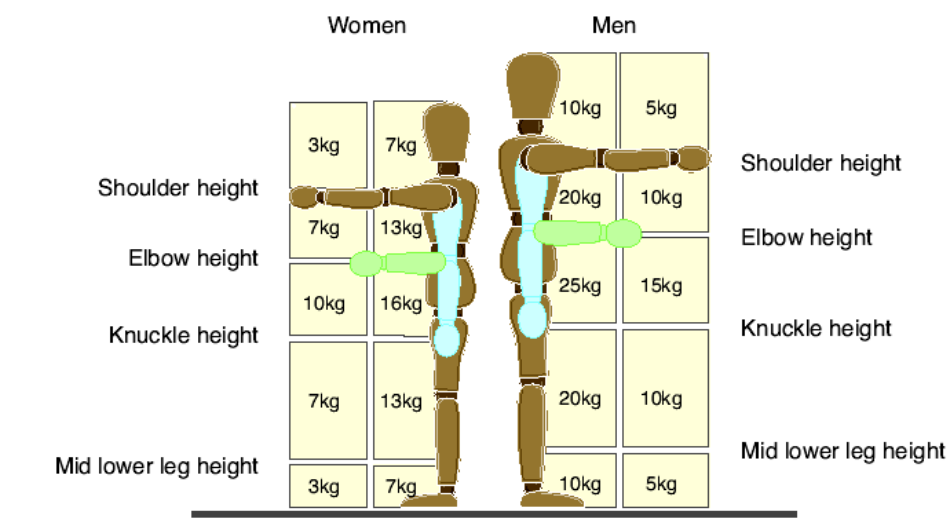
-
- | | |
|--|--|
| <ul style="list-style-type: none">• Chemicals• Dust/Fumes• Fire• Slipping/tripping hazard• Moving parts of machinery• Vehicles• Work at height (Use of ladders)• Stress | <ul style="list-style-type: none">• Electricity• Noise• Manual handling (WRULDS) Work Related• Upper Limb Disorders.• Poor lighting• Play equipment• Sporting activities |
|--|--|

Appendix 3



General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



Note

Although great care has been taken in the compilation and preparation of this work to ensure accuracy, it is the responsibility of the premise manager/responsible person to ensure that all measures so far as is reasonably practical have been taken.

The list of arrangements shown are not exhaustive and the index in the main Bristol Council Policy should be checked to ensure that all areas that are applicable in the school have been covered. All the high risk activities will have their own policies e.g. Science, Design and Technology, Physical Education and Food Technology.