



City of  
**BRADFORD**  
METROPOLITAN DISTRICT COUNCIL



# Hoyle Court Primary School

## Health and Safety Policy

Approved by the governing body on: 30/03/2023

To be reviewed by: 30/03/2024

## Policy Statement

As the employer, Bradford Council's *Health and Safety at Work Policy* (which can be found on the Council's website [www.bradford.gov.uk/hands/](http://www.bradford.gov.uk/hands/)) is the over-arching health & safety document. This additional policy applies to Hoyle Court primary outlining the specific arrangements in school to meet the requirements of health & safety legislation.

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the governors, head teacher and staff discharge their duties under the Health and Safety at Work etc Act 1974.

The School Management Team and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to protect the health, safety and welfare of users of the premises and all participants in school activities.
- Establish and maintain safe working procedures for staff and pupils.
- Provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

**Signed.....**

**Signed.....**

**Head Teacher**

**Chair of Governors**

**Dated.....**

**Dated.....**

## Roles and Responsibilities

The **Governing Body** role is to ensure clarity of vision, ethos and strategic direction. They will:

- Take reasonable steps to make sure that the school is following the Council's (employer's) policies & procedures. Produce, with the head teacher, a specific school H&S policy and establish systems to effectively manage risk.
- Work in close partnership with the Head Teacher and Senior Management Team to support sensible health and safety management and to challenge as appropriate.
- Make use of competent health and safety advice when required.
- Monitor and review health and safety issues and the effectiveness of the school H&S policy.
- Ensure adequate resources for health and safety are available.
- Ensure staff receive adequate information, instruction, training and supervision to enable them to carry out their responsibilities.
- Take steps to ensure the premises, plant and equipment are maintained and provide a safe and healthy working environment for staff & pupils.

The **Headteacher** is responsible for the day to day running of the school and, with the help of the school management team, has responsibility for the health and safety of staff, pupils and visitors.

He/she will:

- Promote a positive health and safety culture in school, providing visible leadership so that staff feel motivated, supported and empowered to focus on health & safety.
- Ensure that the school follows the Council's (employer's) health and safety policy and has effective arrangements for managing the health and safety risks at school.
- Ensure good communication across the senior management team to support sensible and effective management of health and safety.
- Ensure they have time, resources and competence to fulfil their role in health and safety management.
- Report to Governors on key health and safety issues.
- Seek advice from other organisations or professionals, as and when necessary, e.g. Occupational Safety Team, Fire Safety Manager, Facilities Management.
- Ensure suitable & sufficient risk assessments are undertaken and control measures put in place to reduce risk to the lowest level practicable. Make arrangements to review risk assessments annually and when there are significant changes.
- Ensure staff have appropriate health & safety training and competencies to deal with risks in their areas of responsibility.

- Effectively communicate with the school workforce, and where necessary give clear information to pupils and visitors, regarding the significant risks on site and the control measures/safety procedures put in place.
- Ensure effective systems exist for the reporting of hazards and defects to premises, plant, equipment or processes which may affect health and safety, making sure the defects can be made safe without delay.
- Produce an Emergency Plan & suitable arrangements for events which could lead to school evacuation or invacuation.
- Ensure all relevant Council notification and procurement procedures are followed for maintenance & building works and any contractors appointed are competent in health and safety matters.
- Consult with staff on H&S matters, working with recognised trade union safety representative's/employee representatives and safety committees.
- Ensure accidents, incidents and cases of work-related ill health are promptly reported in accordance with the Councils 'Accident & Incident Reporting and Recording Procedure'. Ensure accidents/incidents are investigated and reasonable action is taken to prevent a recurrence.
- Monitor safety performance and satisfy themselves that safety standards are being maintained and any shortcomings are rectified in good time.

The **Senior Management Team** within the school will support the Headteacher in their role. Sensible and effective management of health and safety relies on every member of the management team making sure risk is managed responsibly and proportionately.

They will:

- Effectively manage the risks to health and safety in their area of responsibility.
- Ensure risk assessments are suitable & sufficient and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved.
- Provide leadership, guidance and support to staff on health and safety issues
- Arrange a health and safety induction for all staff and keep records.
- Keep up to date with new developments in health and safety issues for schools.
- Undertake investigations into accidents/violence & aggression incidents and produce reports/statements for any civil or criminal action which may arise.

Hoyle Court Primary School has a contract in place with Parkside Facility Services Ltd. The **caretaker is provided by Parkside Facility Services Limited** and is responsible for day-to-day maintenance and other buildings / grounds issues.

He/she will:

- Ensure that any work that has health and safety implications is prioritised. Report any concerns regarding unresolved hazards in school to the Senior Management Team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and buildings to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.

**All School Staff** will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements and co-operate with the Headteacher & Senior Management Team on health and safety matters.
- Take reasonable care of their own health & safety and that of others who may be affected by their actions.
- Do their work in accordance with training and instructions.
- Report all health and safety concerns to the Senior Management Team.
- Contribute to the risk assessment process and highlight any gaps in risk management.

The **Occupational Safety Team, Bradford Council** undertakes the role of 'Competent Person' to advise & assist the Councils Headteachers and managers to meet their health and safety statutory duties.

The Team will:

- provide advice and guidance to help schools fulfil their health and safety responsibilities
- answer queries from staff on health and safety issues
- visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures

- collect information on accidents and incidents and report under RIDDOR to the HSE where necessary.
- advise on staff safety training
- interpret and advise on new legislation impacting on the working environment

The **Employee Health & Wellbeing Service, Bradford Council** - provides confidential advice and assistance to the Council's Headteachers, managers and employees on all aspects of employee health and wellbeing, to promote the health, safety and welfare of employees.

## **Accidents and Incident Reporting**

The accident reporting procedure and all the associated paperwork can be found on the Council's website: [www.bradford.gov.uk/hands](http://www.bradford.gov.uk/hands). Any incidents which need to be recorded to the Occupational Safety Team at Bradford Council are via the online RIVO form. The Occupational Safety Team undertakes the employer's statutory duty under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) and reports certain categories of accidents/incidents to the HSE.)

- Hoyle Court Primary School has a Medical Needs Policy, which is reviewed by the Headteacher and Governing Body.
- Medication is only administered to pupils when the parental consent form has been completed, as per the school's Medical Needs Policy.
- The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept.
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professionals or parental consent has been given for over the counter medicines (as per the medication policy).
- Medicines are kept in a locked cupboard in the medication cupboard or stored safely in the medication fridge.
- The only exceptions to this are asthma medication and 'EpiPen's' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.

## **Asbestos**

- All staff have been made aware of the location of any asbestos in school
- All contractors must sign to say they have seen the register before starting work on site

## **Control of Hazardous Substances**

- The use of hazardous substances in school will be kept to a minimum.

- The Caretaker and Business Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site. The school uses Broughton Park Executive Cleaning Company who may complete a COSHH assessment for hazardous substances on school's behalf, which is overseen by the Caretaker and/ or Business Manager.
- The associated procedures and control measures will be funded and enforced.

### **Display Screen Equipment**

- For members of staff with 'desk-based jobs' the Council's procedure for carrying out workstation self-assessments on an annual basis will be followed.
- For members of staff provided with portable devices (e.g., laptops, tablets) staff will be issued with the current Council's guidance on their use.

### **Educational Visits**

- All off site trips will be subject to risk assessment and the advice of the Council's Educational Visits Advisor will be closely followed.
- School has a designated Educational Visits Coordinator who undertakes training with Bradford Council (renewed at least every three years).

### **Electrical Testing**

- All items of portable electrical equipment in school are inspected and checked annually.

### **Employee Health and Wellbeing**

- The Council's Employee Wellbeing Service support the school and staff are referred as outlined in the Council's Sickness Absence Policy.

### **Fire Safety & Evacuation of the Building Including Invacuation**

- Fire exits have appropriate signage.
- Plans showing exit routes are displayed by the door of each classroom.
- A fire drill is practised and documented once a term by the Caretaker.
- Evacuation times and any issues which arise are reported to the Governors.
- Fire extinguishers are checked annually by Chubb.
- School has an Emergency Plan which covers fire safety, invacuation and evacuation.

### **First Aid Provision**

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits.
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on educational visits.

### **Food Technology**

- Cooking equipment, including ovens and hobs, will only be used if fire precautions and appropriate risk assessments are in place.
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned.
- Close supervision will be appropriate for the higher risk elements of the cooking process, i.e., taking food in or out of hot ovens.

### **Legionella**

- **Aquatrust** provides advice to school and assists with the preparation of the school's Legionella risk assessments and samples water as per the risk assessment.

### **Lifts & Hoists**

- All passenger lifts and hoists for disabled pupils are inspected by a competent engineer on a six-monthly basis.
- Lifting equipment, not used to lift people, is inspected on an annual basis.

### **Statutory Gas Safety Checks**

- These are completed by Bradford Council through Hoyle Court Primary School's service level agreement with the Building and Technical Services team.

### **Smoking on Site**

- Hoyle Court Primary School is a no smoking site. This includes the use of electronic cigarettes.

### **Managing Vehicle Movements on Site**

- Any vehicles which need to gain access to site must do so by prior arrangement and where possible out school hours. Where it is not possible to do so, staff will ensure the area is clear of any children/staff/visitors and escort vehicles around the site ensuring a speed of less than 5pmh is maintained.

### **Reporting Hazards & Defects**

- Staff are aware that the three main Health and Safety representatives in school are the Headteacher, Business Manager and Caretaker. Any hazards and defects must be reported immediately to either one of them.

### **Manual Handling**

- Pupils and staff must only lift equipment and furniture within their own individual capability.
- Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift pupils safely.



### **Playground Equipment**

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.
- Playground and gym equipment is inspected annually by Gymnasium Equipment Maintenance Services (GEMS).

### **Playground Supervision**

- Appropriate levels of supervision will be maintained in playgrounds as described in the Playground Risk Assessment.

### **Pregnant Members of Staff**

- Bradford Council's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

### **Risk Assessments**

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds.
- Risk assessments are all accessible on the school central server for staff to inspect and refer to as necessary. They can also be requested by contacting the School Business Manager.
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).
- Risk assessments are conducted annually by the School Business Manager & Caretaker who have undertaken Institution of Occupational Safety and Health (IOSH) Managing Safely training.

### **Slips Trips and Falls on the Level**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

### **Snow and Ice**

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions.
- If it becomes impossible to keep these routes clear the Headteacher is informed immediately and this information contributes to any decision to close the school.

### **Stress at Work**

- Proactive - the Council's templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced.
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.
- Hoyle Court Primary has a proactive approach to staff wellbeing and promotes healthy working practices.

### **Supervision of Pupils**

- Sensible, safe behaviour will be promoted to pupils by all members of staff.
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt with according to the school rules.
- Pupils will only be allowed into or stay in classrooms under adult supervision.
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

### **Training**

- Health and safety training needs are assessed as part of an individual's annual review.
- Training needs may also be identified as part of a risk assessment process.

### **Violence at Work / Lone Working**

- A risk assessment has been carried out for violence at work and lone working - separate policies and procedures are in place.

### **Working at Heights**

- Working at heights risk assessments have been completed for the school.
- Appropriate record keeping and safe systems of work are kept in the working at heights file.
- All caretaking staff who undertake working at heights have been on an appropriate training course.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.
  - Wear flat shoes whilst putting up displays.
  - Not climb on furniture to put up displays.

## **CLEAPPS - Consortium of Local Education Authorities for the Provision of School Science**

The Council subscribes to CLEAPSS on behalf of its schools, to give access to high quality advice & curriculum support for Science, Design & Technology and Art. The teacher who leads science across school is given this information.

## **Consultation with Staff**

- Staff are aware to speak to any member of the Senior Management Team regarding health and safety concerns. The Business Manager meets annually with Bradford NEU Health & Safety Officer to audit school and resolve any findings in this report.

## **Driving at Work**

- Only staff who are suitably qualified, insured, and authorised can drive for the purpose of school (i.e., school trips or home visits).
- Staff who need to transport pupils must do so in pairs.
- A record of all staff who are insured to drive for work is kept on their personnel file and updated accordingly.

## **Emergency Plan**

- Hoyle Court Primary School has an Emergency Plan which is updated annually.

## **Training**

- All staff are inducted into the basics of health and safety in school upon employment.
- Any appropriate training which needs to be undertaken, such as working at heights and manual lifting, will be given to identified members of staff.
- Staff are regularly briefed on the importance of health and safety at weekly briefings and information is shared as required.
- A member of staff has undertaken (IOSH) Managing Safely training.
- Intimate Care training is provided to identified members of staff.
- First Aid, including Paediatric and Adult First Aid is provided to identified first aiders.
- Fire Warden training is undertaken by school's fire wardens.
- All staff are given health and safety training including fire awareness and slips and trips on an annual basis.
- Cleaners are inducted by schools contracted cleaning company; Broughton Park Executive Cleaning Company, COSHH training is also provided by this company and there is assurances in place.

## **Volunteers**

- The process to recruit volunteers is the same as staff recruitment, to ensure the safeguarding of pupils and staff. This includes the completion of an application form, obtaining two references, a clear DBS check and an asylum and right to work in the UK check.

- All volunteers are inducted by a member of SLT.
- All volunteers are supervised by another member of staff.
- Volunteers attend regular safeguarding training provided by the school's designated safeguarding lead.

### **Work Equipment**

- For any equipment which staff are required to use in work appropriate training or information is provided and where necessary external training providers are used.

### **Review of Policy**

This policy will be reviewed by the Governors and Headteacher at least annually, and amended if necessary, to ensure the arrangements are effective to protect the health, safety and welfare of staff, pupils and visitors.