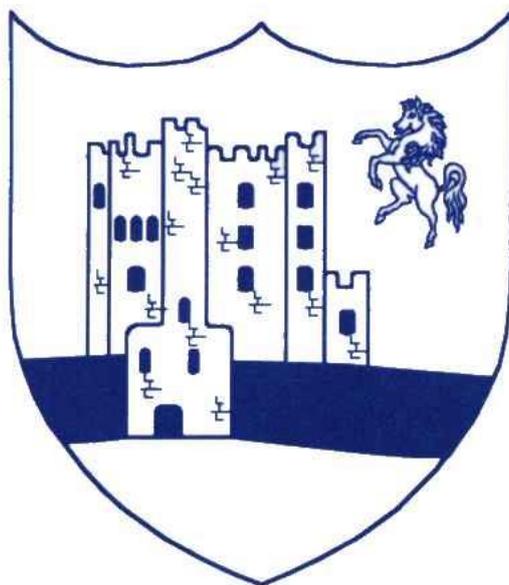


Balfour Infant School



Health and Safety Policy

Date

February 2025

Review Date

February 2026

HEALTH AND SAFETY POLICY

GENERAL STATEMENT OF POLICY

The Governors and Headteacher of Balfour Infant School are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in school activities. They recognise also their responsibility to consider the health and safety of contractors and any other person whose health and safety may be affected by school activities.

The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with their employer by following established procedures and bringing to the attention of school management any health and safety problems of which they are aware.

It is the intention of the Governors and the Headteacher that the established policies and procedures issued by Medway LA shall be followed and developed locally to meet the needs of the school, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of school activities.

The Governors wish to encourage the recognised Trade Unions to exercise their legal rights to appoint safety representatives at the school, as provided for in the Health and Safety at Work Act 1974. The Governors wish to work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety.

This policy will be reviewed annually by the Governing Body, to ensure that it is up to date in accordance with current legislation. The reviewed policy will then be ratified at the next full Governing Body Meeting.

GENERAL GUIDELINES

It is the policy of the Governing Body, so far as is reasonably practicable, to

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe working procedures among staff and pupils by providing adequate control of the health and safety risks arising from the school's activities;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
- formulate effective procedures for use in case of fire and for evacuating the school premises;
- to prevent accidents and cases of work-related ill health and to lay down procedures to be followed in case of accident;
- teach safety as part of pupils' duties where appropriate;
- provide and maintain adequate welfare facilities and to make recommendations to Medway LA as appropriate.

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will

- monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills normally at least three times a year to take place and for the results of these to be recorded;
- make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information issued by the Council
- make arrangements for the implementation of Medway Council's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
- make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed;
- ensure that regular safety inspections are undertaken
- arrange for the withdrawal, repair, or replacement of any item of furniture, fitting or equipment identified as faulty or dangerous.
- report to Medway LA any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk to personnel.

N.B: The Governing Body will deal with all aspects of maintenance which are under their control;

- report to Medway LA any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;
- monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of Medway LA), hirers and other organisations present on site, as far as is reasonably practicable;
- identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Nominated staff are shown as Appendix A of this document.

Duties of the Delegated Health and Safety Person

The delegated person shall

- assist the Governing Body in the implementation, monitoring and development of the safety policy within the school;
- monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
- co-ordinate arrangements for the design and implementation of safe working practices within the school;
- investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
- order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;
- assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- ensure that staff with control of resources (both financial and other) give due regard to safety;
- co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

NB: The above role must not be confused with that of the Health & Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

Responsibilities of Staff

All staff are responsible for the health and safety arrangements in relation to staff, pupils, and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to

- exercise effective supervision over all those for whom they are responsible, including pupils;
- be aware of and implement safe working practices and to set a good example personally;
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

NB. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with Medway LA and others in meeting statutory requirements;
- not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
- ensure that tools and equipment are in good condition and report any defects to the Headteacher;
- use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- ensure that offices, general accommodation and vehicles are kept tidy;
- ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements she/he must draw these to the attention of the Headteacher. It should be particularly noted that:

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, clothing and other items considered dangerous);

Arrangements

Work-related stress

(Refer to Work Life Balance Policy and the Stress Management Policy)

We recognise that on occasion staff may be under a certain level of stress. The school then undertakes to alleviate, as far as possible, particular causes of stress and offers training and workshops on stress management.

Staff are also made aware of the counselling service provided by Care First.

Visitors

(Refer to the Security Policy)

Regular visitors and other users of the premises (e.g. contractors and delivery people) are expected, as far as reasonably possible, to observe the safety rules of the school.

Fire Drill

(Refer to the Fire Drill Guidelines)

Each class or school area displays a fire notice. It is the responsibility of teachers to ensure that the children are aware of the procedure if a fire alarm sounds.

Fire alarms are located in the following areas,

1. Main entrance lobby.
2. Hall front double doors
3. School Kitchen
4. Hall rear single doors
5. Corridor adjacent to hall
6. Boiler room
7. Robin class emergency exit
8. Caretaker corridor next to single fire exit door
9. Reception corridor by double entrance doors
10. Flower class emergency exit to playground
11. Flower class double doors to soft play Garden area
12. Sunshine Room emergency exit
13. Caterpillar class double doors to soft play Garden area
14. Butterfly class emergency exit

15. Rainbow class corridor double exit doors
16. Willow class emergency exit
17. Star class emergency exit
18. Staff room corridor
19. Owl class emergency exit
20. Shells class landing
21. Attic
22. Shell class playground door

As soon as the fire alarm sounds,

- all children and adults must stop what they are doing and walk out of the building through the nearest exit;
- all classes assemble in their designated points and teachers take the register;
- teachers must immediately report to the Headteacher if a pupil is missing.

If the fire alarm sounds at lunchtime, the dinner supervisors are responsible for evacuating their part of the school. The children line up in their classes on the playground and the teachers join them there.

In the case of a drill, when the all clear is given the children may walk back into school.

In the case of an alert, everyone will remain on the playground until moved under the supervision of a member of the fire brigade or the all clear is given and they are allowed back into school. In the case of a fire alarm, it is the responsibility of the Headteacher to contact the fire brigade.

Fire drills will be carried out 3 times a year. The bells will be tested fortnightly and this will be recorded in the logbook for inspection.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

Smoking Policy

(Refer to the No Smoking Policy)

In line with LA policy, the school is a no smoking/no vaping area - all visitors are expected to comply with the ruling.

Mobile telephones

(Refer to the Mobile Phone Policy)

The following is to be observed

- Pupils are not permitted to bring mobile-phones onto the school premises.

- Staff are permitted to store securely mobile phones in the designated areas. Permission must be sought from the Headteacher to access mobile phones during the school day on school premises outside of these areas.
- Visitors are permitted to bring mobile-phones into the school but these must be stored in the visitor lockers if the visitor is outside of the designated areas.

Housekeeping and Premises

All members of staff share a joint responsibility for the cleanliness of the area in which they work. This means that they should demonstrate very high standards of cleanliness themselves and demand the same high standards of their charges.

The caretaker is responsible for the daily inspection of cleanliness and safety of the school. This is part of the caretaker's daily health inspection walk which takes place before the site is open to pupils.

All members of staff are responsible for the disposal of waste in their areas. There are bins in every room. The caretaker is responsible for supervising the safe disposal of all waste produced.

All corridors, passageways, entrances and exits should be clearly marked and kept clear at all times.

The school will ensure that the school grounds will be regularly inspected for any issues that might give cause for concern.

The caretaker will clear rubbish, litter etc from the grounds regularly and will sweep playgrounds. The caretaker will also clear snow and ice and make safe the paths in the event of bad weather.

The Headteacher will also look at the school grounds as part of the monitoring health and safety walks.

Needlestick Injuries

(Ref to the Needlestick Policy)

In accordance with Section 3 of the Management of Health and Safety at Work Regulations 1999 Balfour Infant School carries out regular risk assessments to ascertain the risk on site to the children, parents and staff. Policies and procedures are in place to control and manage the dangers associated with needlestick injuries. Risk is minimised by:

- Careful monitoring of the school site by all staff.
- Annual training of the staff in the use of EpiPen and diabetic blood testing if needed
- Careful disposal strategies of needles are found or used on site.

Please see Administering Medicines Policy, Sharps Collection Guidelines and Sharps policy

First Aid

(Refer to the First Aid Policy)

- All major accidents or incidents must be recorded via the Medway Accident reporting forms which are to be found in the school office.
- Injuries are treated with cold water only. Cotton wool must not be used to treat cuts or grazes.
- The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the local authority are to be found in the school office.
- The person administering first aid must then make sure an entry into the first aid book is completed. The Health and Safety Executive must be notified of any fractures, accidents which result in hospital treatment, or more than three days absence from school or workplace and any major injury or accidents causing death.

- Each of the First Aid boxes contains an accident book for recording minor injuries. Guidelines for pupils and staff are kept in each of the First Aid boxes.
- Letters are sent home for major head bumps and class teachers are informed. Children are given stickers to wear indicating they have suffered a head bump, rendering them easily identifiable for monitoring purposes.
- Children who have suffered a head bump on the playground need to be monitored closely and need to be sat on the first table and supervised by the first aider on duty. Any children with a potentially severe head bump are sat in the school medical room and are observed/monitored by a first aider. If there is any doubt, a child is always supervised in the medical room by a first aider.
- Children continue to be observed/monitored and parents are informed if concerns are raised.
- Parents are advised of further symptoms and of further possible first aid/treatment if necessary.
- First-aid boxes are situated in the Medical Room, the staffroom, Early Years kitchen area and the playground..
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff. A first aider must accompany pupils on any offsite visit.

The school has a duty to report to the relevant enforcing authority by the quickest practicable method any injury or dangerous occurrence where

- any person dies as a result of an accident arising out of or in connection with work;
- any person at work suffers a major injury as a result of an accident arising out of or in connection with work;
- any person not at work suffers an injury as a result of an accident arising out of or in connection with work and that person is taken from the site of the accident to a hospital for treatment in respect of that injury.

There are legal obligations under the Social Security Act and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), to report, investigate and keep records of all accidents causing injury, dangerous occurrences and occurrences of reportable diseases of ill health. The accident investigation procedure is an important part of Medway Council's accident prevention strategy and hence all accidents must be reported to the Health and Safety Executive.

Medicines in school

(Refer to Medicine in School Policy)

Blood Spillages

Staff who undertake messy jobs, which may involve regular contact with blood, urine, faeces, vomit or other bodily fluids should wear disposable plastic gloves and if necessary aprons. Spillages of blood, urine, faeces, vomit etc. should be cleaned up as quickly as possible using a Bodily Fluid Disposal Kit. Afterwards, the affected area should be thoroughly rinsed with water. Staff are offered Hepatitis B vaccinations the cost of which the school will cover.

Risk Assessment

(Refer to the Risk Assessment Policy)

According to legislation, all educational visits are preceded by a risk assessment. The venue and any possible dangers are identified and a responsible person and first aider are named. The appropriate proforma are used for this purpose and are completed by the senior teacher undertaking the educational visit. The Headteacher is the Educational Visits Lead. All practices and procedures adopted in school are subject to risk assessment.

Critical Incident Procedure

(Refer to the Critical Incident Policy)

The school has a critical incident procedure and policy in place, which gives a clearly defined course of action to follow and clarifies the roles of all staff and governors.

School security

(Refer to the School Security Policy)

Regular visitors and other users of the premises (e.g. delivery personnel from specific companies) are required to observe the safety rules of the school. In particular, parents helping out in school should be made aware of the health and safety arrangements applicable to them.

Visitors are required to sign the visitors book on entering and leaving the school and to wear a visitor's badge. Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance with all statutory and advisory standards. For work arranged by the school (and not through Medway LA) this requirement could be incorporated into a standard contract. For work ordered by Medway LA the school should satisfy itself at the pre-start meeting that the LA has checked on the contractor's working procedures. All contractors carrying out work on the school site are made aware of the Asbestos Register and sign to say they have seen it.

For authorised staff a fob is used. Should a fob be misplaced or not returned this must be reported to the Business Manager without delay and in her absence the Headteacher.

Contractors

(Refer to the Contractors Policy)

Advice is sought from the LA concerning the selection of appropriately approved contractors. All work by contractors must be pre-arranged so that the necessary arrangements can be made. Where practical, work should take place when the children are not in school. If this cannot be avoided the area where the work is taking place will be made inaccessible to pupils.

Where major work is being carried out a meeting will take place beforehand between the school, contractor and LA to agree appropriate methods of working, i.e. the timings of deliveries or use of equipment etc. The site supervisor will meet with the Business Manager and/or Headteacher on a daily basis to inform her of the proposed work for the day/week and possible safety issues. The Business Manager/Headteacher will then advise the staff of anything that they need to be made aware of. All contractors are supervised by a member of staff while on site while the children are present.

COSHH

(Refer to the COSH Policy)

Every attempt will be made to avoid the use of substances which come within the Control of Substances Hazardous to Health (COSHH 1994) regulations. Care will be taken in ordering supplies

and contractors will be asked to refrain from their use. Where such materials must be used, only the smallest practicable quantities will be brought on to the site, where they will be stored securely. If the substances have been brought on to site for a 'one off' purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

Such substances are stored under lock and key in the caretaker's cupboards and are marked with the appropriate hazard signs. These substances are only used under the supervision of the caretaker and after the children have left the premises. No chemicals are ever mixed together.

Fresh air spray cans are used in the adult toilets, spares are stored under lock and key in the caretaker's stock cupboard. Empty cans are disposed of by the caretaker, ensuring they are not pierced.

Asbestos

(Refer to the Asbestos Policy)

A risk assessment for asbestos will be carried out regularly in conjunction with Medway. Measures will be taken to minimise risk from materials containing asbestos on the school's premises. Regular monitoring will take place. The school will maintain a safe and healthy environment by complying with all regulations concerning the control of asbestos. Removal of material containing asbestos will be by registered companies only. Any contractors coming into school will be made of the Asbestos Risk Assessment and will sign to say that they have read and understood it.

Manual handling

(Refer to the Manual Handling Policy and Risk Assessment)

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

Lone Working

(Refer to the Lone Working Policy and Risk Assessment)

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, radios etc.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Machinery and Equipment

(Refer to the using Equipment Risk Assessment)

The headteacher must ensure that staff are adequately trained, competent and use any machinery for the purpose for which it was designed. PAT checks are made on all electrical equipment which is then tagged to show that it passed the safety standards. An inventory is kept of all tagged equipment. Other electrical equipment that has not been checked using the PAT system must not be brought into and used in school.

Staff will make a visual check of all electrical equipment, especially plugs prior to use. Any faulty equipment should be reported immediately. Staff must not attempt repairs.

All cables and wires must be covered or secured to reduce any possibility of trip hazards.

All employees who are classified as users of display screen equipment will have an assessment made of the workstations.

The school will try and ensure that all glass conforms to safety standards.

School Transport

(Refer to the Educational Visits Policy)

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles hired by the school are operated in accordance with the law.

Employees who are required to use their private vehicles for official business are personally responsible, ensuring that the driver has a valid licence and appropriate insurance and that the vehicle is in road worthy condition and fitted with suitable seat belts and/or suitable seating for each passenger.

All drivers of hire vehicles must hold a current and valid licence. Risk assessments will be carried out with regard to all transport.

Other Important hazards

Children are not to use the cookers available in school when cooking is undertaken. These may only be used by the adults present with children observing.

In the school hall it is the responsibility of each member of staff using the hall to ensure that all equipment used for whatever reason lesson is returned to its correct storage space. Particular care should be taken that nothing is left blocking the fire exits at any time. Labels around the hall indicate where equipment should be stored.

P.E equipment and outside equipment are all checked on an annual basis by accredited companies.

Please refer to curriculum policies regarding Health and Safety in the curriculum.

Consultation

Consultation shall be carried out on all matters concerned with employee health and safety, including,

- any change which may substantially affect their health and safety at work, for example work procedures, equipment, or methods of working;
- the employer's arrangements for appointing competent people to help them satisfy health and safety laws;
- the information that employees must be given on the likely risks and dangers arising from their work, the measures to reduce or remove these risks and what they should do if they have to deal with a risk or danger;
- the planning of health and safety training; and
- the health and safety consequences of introducing new technology.

Maintaining and improving policy

The governors will ensure that all staff are aware of the Health and Safety Policy and welcome any comments on its implementation. The governors will ensure prompt action if necessary to remedy any deficiency that might endanger the implementation of this policy.

Appendix A – Delegation of duties

The following staff have be nominated to be responsible for the corresponding areas of health and safety:-

Interim Headteacher	Mr J Pomeroy
Health and Safety Governor	Mr S Horton
First Aiders	A comprehensive list of Staff First Aiders is held in the Medical Room
Caretaker	Mr M Wooldridge

All staff shall ensure that the requirements outlined in this policy document are complied with at all times.

Appendix B – Reference Publications

Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

The Provision and Use of Work Equipment Regulations 1998

Personal Protective Equipment at Work Regulations 1992

Health and Safety (Display Screen Equipment) Regulations 1992

Manual Handling Operations Regulations 1992

Control of Substances Hazardous to Health Regulations 2005 (COSHH)

Chemical (Hazard Information and Packaging for Supply) Regs. 2002

The Noise at Work Regulations 1989

The Electricity at Work Regulations 1989

Gas Safety (Installation and Use) Regulations 1998

Pressure Systems and Transportable Gas Containers Regulations 1989

Reporting of Injuries and Dangerous Occurrences Regulations 2013

Food Safety Act 1990

The Food Safety (General Food Hygiene) Regulations 1995

The Food Premises (Registration) Regulations 1991

Environmental Protection Act 1990

The Lifting Operations & Lifting Equipment Regulations 1998

Asbestos Regulations 2012

Work At Height Regulations 2005