

GIRLINGTON PRIMARY SCHOOL	Reviewed By
<p style="text-align: right;">(Statutory) S24</p> <p>Health and Safety Policy <i>Appendix 1 – Severe weather policy & procedure</i> <i>Appendix 2 – Fire & emergency evacuation policy</i> <i>Appendix 3 – Lone working policy</i> <i>Appendix 4 – Health & well being</i></p> <p>Autumn 2022</p> <p>Review date: Autumn 2023</p>	<p>SBM</p> <p>DH</p> <p>SM</p>

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written by Bradford Metropolitan Council and by the Education Department. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Girlington Primary School.

General Guidelines

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

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. 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;
5. maintain all areas under the control of the Governors and Head Teacher 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;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' duties where appropriate;
9. provide and maintain adequate welfare facilities and to make recommendations to the Bradford Authority as appropriate.

Responsibility of the Governors and Head Teacher

The Governors and Head Teacher are responsible for implementing this policy within the school. **Zahoor Ahmed** is the named governor for health and safety. In particular they will:

1. 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;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Authority;
4. make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. ensure that regular safety inspections are undertaken. (A Health & Safety team will inspect all school premises and property once a term, COG, SBM and DH);
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. report to the Bradford Council 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 entailed. N.B. The Governing Body will deal with all aspects of maintenance which are under their control. report to the Chief Education Officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;
9. monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the Bradford Council, hirers and other organisations present on site, as far as is reasonably practicable);
10. 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 Head Teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated person, The School Business Manager shall:

1. assist the Head Teacher in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
3. co-ordinate arrangements for the design and implementation of safe working practices within the school;

4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Head Teacher;
6. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

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

DH will monitor and evaluate policies, systems and procedures concerned with health and systems. He will assist with risk assessment and the design of systems and procedures. He will meet with the delegated person on a weekly basis. They will report to the Head Teacher regularly.

Responsibilities of Staff towards Pupils and Others in their Care

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

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. 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;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. provide the opportunity for discussion of health and safety arrangements;
9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
11. 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.

N.B. 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 Head Teacher.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. 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;
2. co-operate with the Head Teacher, the delegated person and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. 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 Head Teacher;
4. ensure that tools and equipment are in good condition and report any defects to the Head Teacher;
5. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. ensure that offices, general accommodation and vehicles are kept tidy;
7. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head Teacher.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEAD TEACHER AND THE DELEGATED PERSON.

Please note the following:-

1. 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.
2. 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.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees and will be signposted to the Health and Safety Policy on the school website.

Responsibilities of Pupils

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

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous;
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided safety purposes.

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

Visitors

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.

Lettings

The Governors and Head Teacher must ensure that:

1. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Head Teacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

Fire and Emergency Evacuation Procedures

1. The school's procedures for fire and emergency evacuation are appended. They are also posted in the school entrance hall.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

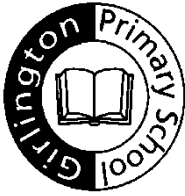
Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

1. First aid is available in the Entrance Hall (Main Building) Office (Early Years)
2. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Inclusion Manager. The on line 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 Authority are to be found in the Office.

3. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

N.B. Any employee rendering first aid to the best of their ability is indemnified by the Bradford Metropolitan Council.



Appendix 1

Severe Weather Policy & Procedure.

We will endeavour to keep our school open and operating as normal. However in the event of severe/adverse weather it may be necessary to make a decision to close the school for the safety of the children and staff. Following the Severe Weather Guidance from the Local Authority (December 2010), the following policy and procedure exists for Girlington Primary School. **The decision to close will be made by the head teacher in consultation with the chair of governors and other members of staff, considering the following:**

- **Health and safety – will remaining open constitute a significant risk to pupils and/or staff.**
- **Availability of staff – has the severe weather meant that a significant number of staff have been unable to attend making it impossible to open.**
- **Our first priority will always be to ensure the health, safety and wellbeing of pupils, staff, parents and families.**

Where practical, we will consider opening later in order to enable staff and children to have additional time to travel to school safely. We will clear paths within school to make access as safe as possible, and will keep supplies of grit to support this. Care is always needed when using pathways to ensure safety.

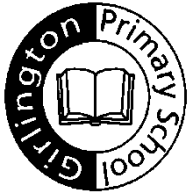
Car park users must take extra care when using car parks that have not been cleared / treated.

School Closure Procedure:

Once the decision to close school has been taken, parents and staff will be informed via our text service. The school closure will also be posted on Bradford Schools Online (the Bradford Local Authority Website). Where possible, a member of staff will be in school to advise parents and families on arrival that the school is closed, and to answer telephone calls from concerned parents. Parents will be informed via a letter home that this is the procedure to be followed.

Informing staff:

It is recognised that adverse weather conditions will, at times, make travel to and from work difficult. However, employees are expected to make all reasonable efforts to reach their workplace. In the event of closure, staff will be informed by text. All staff have been given a copy of the action they must take in the event of adverse weather



Appendix 2

Fire and Emergency Evacuation Policy and Procedure.

Key Stage 1 and 2

At the sound of the fire alarm, all adults and children leave the room in which they are working, in silence and go out via the nearest fire exit. Door wedges in place must be removed to ensure fire doors are closed.

There is a plan showing exit routes in all rooms.

Admin staff - Evac – Inentry — staff / visitors – print out / App

Absence boards in classrooms to be brought to the square by Teachers (playground)

Administration staff bring the children's signing out files and a list of visitors in the building out to the square / playground.

All staff and pupils in Y1 to Y6 assemble in the large playground (known as the square) on the Girlington Road side where the register will be taken.

The designated fire wardens to check all rooms in main school to ensure that all rooms are empty and the fire doors are closed.

Teachers will roll call their class children and hand completed sheet to Roll call manager.

If a person is unaccounted for a member of the Senior Leadership Team will be informed and the location of the person will try to be ascertained. The emergency services will be informed of this.

This process should be undertaken in less than 3 minutes.

The fire alarm is connected to a monitoring station which alerts the emergency services when the fire alarm is activated.

For any other danger to life (for example a bomb threat) the above evacuation procedures would also be followed. Lockdown & invacuation guidance and procedure is covered in the Girlington Emergency Plan.

Children who may experience difficulty following the above procedures would have a PEEP (Personal Emergency Evacuation Plan) and all staff working with that child would be aware of this.

Early Years Foundation Stage

At the sound of the fire alarm, all adults and children leave the room in which they are working in silence and go out via the nearest fire exit. There is a plan showing exit routes in all rooms. Class teachers bring absence boards to the playground. Administration staff bring the children's signing out files and a list of visitors in the building out to the playground.

All Staff and children assemble in the playground as far away from the building as possible (that will usually be near the gate opposite the main school) the register will then be taken

The Fire warden and Assistant Headteacher or in her absence the Deputy Lead Practitioner in Girlington Gems to check all rooms in the building.

If a person is unaccounted for a member of the Senior Leadership Team will be informed and the location of the person will try to be ascertained. The emergency services will be informed of this.

Fire Warden to check the toilets and cloakrooms in their classrooms.

This process should be undertaken in less than 3 minutes.

The fire alarm is connected to a monitoring station which alerts the emergency services when the fire alarm is activated.

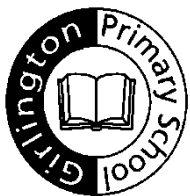
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Visitors

Visitors attending school who have Hearing Impairment will be issued with a school pager and provided with instructions on what to do in the event of a fire.

Pager function will be checked on weekly basis by Fire Warden – included in weekly Fire Alarm Monitoring – see Fire safety File.



Appendix 3

Lone Working Policy.

Introduction

Girlington Primary School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out the school's approach in both identifying these risks and managing them adequately.

Lone working is not covered by any specific legislation, but the Health & Safety at Work Act (1974) and the Management of Health & Safety at Work Regulations (1999) apply. This legislation states that: *"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his/her employees"* and *"It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work; and as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with"*.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and when they work outside 'normal' working hours.

Factors that may need to be taken into account are given below.

Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone, without direct supervision. This may occur:

During normal working hours at an isolated location within the normal workplace
When working outside normal school hours

People at risk may include anyone who comes into the school alone during closure times and particularly the cleaners and Site Manager.

Risk Factors for Lone Workers

These include:

- Risk of violence (verbal or physical)
- Use of machinery and other equipment
- Working at height/using ladders/lifting(working at height not permissible when lone working)
- Use of chemicals
- Encountering intruders

Control Measures

In order to control the risks identified for lone workers, the following control measures are in place:

General Control Measures

Staff should:

- CCTV is in place around school and signage in prominent places
- Not undertake work for which they are not trained
- Take reasonable care of their own health and safety and do nothing to put themselves in danger
- Follow all relevant safety procedures
- Wear supplied PPE where appropriate
- Inform the school of any relevant medical conditions
- Inform the school of any hazards encountered
- In the event of an accident, the school's accident procedure should be followed

Control measures for Risk of Violence

- Staff must not arrange meetings with parents/others when lone working.
- All meetings must take place during normal working hours/school occupancy times or when there is more than one member of staff on site for the duration of the meeting
- Staff should NOT handle cash when lone working
- Late meetings must finish promptly. Staff must be aware not to leave one member of staff alone on site
- Staff must not approach unauthorised persons when lone working
- Staff must not allow unauthorised persons access to the building when lone working

Control measures for Communications issues

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group, internally and externally.(Pupil homes)
- Carry a mobile phone at all times when lone working
- Let someone know your movements – that you are at the school, how long you expect to be and when you intend to leave
- Be aware of – and comply with – school fire procedures at all times

Lone Worker Responsibilities

All lone workers are required to co-operate fully with the instructions given by the Headteacher and the Governing Body regarding lone working. They are also expected to follow any associated health and safety guidelines and procedures. Failure to do so could put themselves or others in danger and may result in disciplinary action.

Staff Must refer to Appendix 1 below for Procedures of Lone Working

APPENDIX 1

Procedures for Lone Workers

The Headteacher is responsible for ensuring that suitable procedures are in place for lone working and for the monitoring of risk assessments for all situations requiring lone working.

The Headteacher is also responsible for the implementation of any remedial action identified by these risk assessments.

Such procedures must also ensure that employees are fully aware of any precautions or specific methods of working, including action to be taken in the event of an emergency.

Lone working must only be carried out following authorisation from the Headteacher. It is the responsibility of the individual(s) concerned to ensure all necessary precautions and working methods are adhered to during periods of authorised lone working.

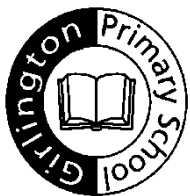
Any employee becoming aware of circumstances involving lone working where existing control measures may not be fully effective must inform the Headteacher or Senior Management Team as soon as possible.

For all members of staff who carry out lone working must ensure the following procedures are followed to ensure the safety of yourself whilst on site:

- Ensure that your line manager/nominated person is aware that you are lone working
- Ensure that an itinerary is in place for works carried out ensuring that working at heights is not carried out whilst lone working
- Holiday Schedules submitted to HT SBM and DH prior to holiday period
- Carry a mobile phone with you at all times
- Sign in and out via the Inventory system
- Ensure doors and windows are locked to prevent intruders accessing the site
- Do not approach unauthorised persons when lone working, contact the police
- Report start and finish times to the nominated person
- Be aware and comply with **school** fire procedures at all times
- Wear PPE equipment where appropriate

In the event of an emergency you must:

- Follow the school's fire/accident procedures
- Contact nominated person to advise of the situation



Appendix 4

Health & Well Being Policy.

The Governing Body and the management of Girlington Primary School place a high value on providing a supportive working environment and on maintaining the health, safety and welfare of its employees at work. It recognises that their wellbeing is important to the school's performance and to the education of the children whom we serve. Our school therefore, takes positive measures to encourage employees to be in the best health that they can be, both physically and mentally. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and working towards eliminating workplace stressors.

Primarily this policy is concerned with stress problems arising from the working environment, but we recognise that an employee's personal life may also lead to stress. The school is committed to implementing this Policy for all employees in order to enable individuals to cope successfully with the demands and pressures in their lives, whatever the cause of their stress, by providing appropriate support to employees.

For the purpose of this policy, health and wellbeing is taken to include the promotion of positive mental health of all staff, and the prevention and management of problems such as stress, anxiety and depression.

Definition of stress

Stress is experienced when people cannot cope with the pressures and demands placed upon them. All work has its pressures and people vary in their capacity to cope with different types of pressure. Some levels of pressure, even when high, can be motivating and challenging. Pressures that can be responded to effectively are likely to lead to job satisfaction. However, pressures at a level where an individual cannot cope, or even too little pressure or challenge, are likely to result in stress.

Girlington Primary School will deliver this policy through:

1. Improving the organisational environment through effective and sensitive management; developing working practices and procedures that reduce the factors which may lead to stress in the workplace and addressing the underlying causes of workplace stress.
2. Implementing the HSE Management Standards for Work-Related Stress which provide a yardstick against which to measure performance in tackling the causes of work-related stress.

See <http://www.hse.gov.uk/stress/standards/index.htm>

- 3 Promoting the health, safety and wellbeing of all employees, including the use of risk assessments and health needs analysis to identify and reduce hazards impacting on the health of the workforce.
4. The use of employee consultation to monitor and identify areas of Girlington Primary School where interventions could prevent or reduce health problems.
5. Providing consistent, equitable and effective procedures to prevent and manage workplace health and well-being problems.
6. Providing opportunities for employees to maintain and promote their health and well-being.
7. The Governing Body undertakes to monitor levels of staff ill-health and absence on a regular basis, paying particular attention to workplace stress.
8. The Governing Body accepts its duty to monitor and address levels of stress experienced by the Headteacher.

This policy should be seen as overarching other policies that are in place and can be considered as part of the school's positive approach to health and wellbeing.

These include:

- Equalities policies
- Health and safety policy
- Flexible Working Policy

Principles

Girlington Primary School will ensure that all employees who experience health problems are treated fairly, sensitively, with respect and in accordance with the school's equal opportunities policy.

Girlington Primary School will aim to promote a positive and preventative rather than punitive approach

Girlington Primary School will consult with trade union representatives on any proposed action relating to the prevention of ill health, stress and mental health problems.

Open communication will be encouraged and promoted, whilst Girlington Primary School will ensure that employees' confidentiality is respected.

Girlington Primary School will provide access to training for all managers and supervisory staff in good management practices.

Shared Responsibility

- Progress can only be achieved through recognising that the promotion of positive health is a shared responsibility.
 - Girlington Primary School is a significant employer in the community and has a responsibility to ensure the continual development of a safe and healthy work environment and to create the conditions that enable staff to maintain and improve their health.
 - Management in Girlington Primary School has a responsibility to ensure that the promotion of the health of staff becomes a key part of the organisation's culture and that this is reflected in day-to-day work practices.
 - Staff have a responsibility for their own health, for developing an awareness of the factors that contribute to ill health, and for participating in the efforts to raise health standards.
- **Responsibilities**

Senior Managers and the governing body are expected to:

- Demonstrate their commitment and support to this policy by ensuring that the principles and approaches to managing health and wellbeing are implemented.
- Reflect the policy's principles and approaches within their management practice.
- Conduct Risk Assessments on workplace stress based on the HSE Stress Management Standards, and implement the recommendations which arise.
- Monitor the level of workplace stress in consultation with trade union representatives.

Line managers are expected to:

- Reflect the policy's principles and approaches within their management practice.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure that staff are provided with clear and realistic objectives and that performance is managed effectively and fairly.
- Conduct and implement recommendations of risk assessments/health needs analysis within their areas and provide modification of work where it is known employees are stressed.
- Ensure that bullying and harassment are not tolerated within the workplace.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.

- Follow Girdlington Primary School's procedures and use appropriate support where necessary.

Employees are expected to:

- Support the school's Health and Wellbeing policy and initiatives.
- Raise issues of concern with their line manager, Safety Representative or the Councils Employee Health & Well-Being Unit (tel. 01274 434246).
- Seek to safeguard their own health.

Support

In order to support this policy, the following Human Resources services are available to managers and employees.

- Bradford Council Health and Wellbeing Unit – to provide advice, guidance and training on health and wellbeing issues and what steps the school and/or employee can take, (tel. 01274 434246).
- The Human Resources Advisory Support provider – to give support, guidance and training to managers and employees in dealing with stress and in the use of the school's related policies and procedures.
- Trade Unions.
- Bradford Council Occupational Safety – to provide support and guidance on the risk assessment process and what steps can be taken to minimise or eliminate risks (tel. 01274 431007).