



Silsden Primary School Health & Safety Policy

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Statement

At Silsden Primary School we strive for authenticity in our approach to the Health, Safety and Welfare of our staff, pupils and visitors. Ensuring the safety of our school community is of fundamental importance to us. We will plan, implement, effectively communicate and check understanding, and regularly review our policies, methods of working and training needs. We will act to improve our health and safety in all our endeavours.

We embrace childhood curiosity and the need for children to experience adventure and our provision and facilities reflect this. We align our policies with current research and guidance, and unreservedly accept our mandate to provide challenging opportunities for children to learn to appraise risk through play within and outside the curriculum. We are committed to maintaining our provision grounded on empirical risk evidence, approved codes of practice, and through sensible risk management frameworks.

We are committed to:

- A top-down approach to good Health and Safety Culture
- Inducting all staff in aspects of Health and Safety and a structured framework of training and development.
- Providing a productive and safe learning environment.
- Preventing accidents and work-related illnesses, and reducing work related risks by following the test of reasonable practicability as required by law
- Compliance with all statutory requirements.
- Providing and maintaining safe working equipment and developing safe working procedures.
- Structured monitoring and review of our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement in Health and Safety.
- Ensuring good welfare facilities are available to all.
- Ensuring adequate resources (including time, finances and support) are available to address health and safety issues, and to maintain a skill base sufficient to meet these commitments.

This document and all other relevant school policies form the school Health and Safety Policy. They will be communicated to staff, visitors and all persons who may be affected through induction training for new staff and contractors, and information on the school website and individually to visitors via information in the school reception.

Glossary of Terms:

BMDC – Bradford Metropolitan District Council

Compliance – It is a base level of minimum recorded actions which might be used in a court to establish if an employer was acting responsibly or not, and to set KPI's for management reporting. If a party is injured, and they themselves are not negligent, then the employer could be liable regardless of their actions. The Health and Safety at Work Etc. Act does not prescribe minimum compliance levels, instead it makes law that employers must keep people safe.

Dangerous Occurrence – an event which may have caused injury due to unmanaged risk. Also known as a *near miss event*.

Equality Act 2010 – The law describing duties around inequality and inclusion.

HSWA74 – The Health and Safety at Work Etc. Act 1974. The law which describes all the duties of an employer to the workforce and anyone else who may be affected by the work.

MHSWR – Management of Health and Safety at Work Regulations 1999. The law which requires that H&S is managed and risks are assessed.

PUWER – The Provision and Use of Work Equipment Regulations 1998. The law which requires that items on work premises are suitably constructed and are safe to use (in any foreseeable way) and sets out duties for maintenance and repair.

RA – Risk Assessment - The purpose of Risk Assessment is to identify hazards, who may be harmed, how they may be harmed, how those risks will be controlled, whom is responsible for taking such action, and in what timescale. It should utilise specialist and expert knowledge if required and as such it is not suitable for a training document. It should be used as input to action plans and to produce a Safe Working Procedure.

SWP – Safe Working Procedure - Safe Working Procedures are a succinct and simple-to-understand set of guidance, instruction and information documents or media created from risk assessments by the responsible person (department head or their deputy) for staff to follow where necessary. It must be communicated to any person who may be affected by the risks identified, and it must consider an individual's capacity and learning style. As a school, we recognise and accommodate all pupils' individual needs, and we must do the same for employees.

Duties of the Governing Body

Governors have a role in ensuring that the school employs suitably qualified advisor(s) who are given adequate time and resources to properly advise, and has a suitable policy in place and that it is acted upon. By ensuring that the health and safety policy is developed and implemented the Governors will be discharging their legal requirement.

The Governing Body, in consultation with the Head Teacher will:

- Ensure whole school familiarity with the requirements of the appropriate legislation and codes of practice.
- Enable and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made, annually.
- Regularly ensure the training framework is being developed, followed and evidenced.
- Identify risks relating to foreseeable accidents and injuries, and apply reasonable controls to prevent them occurring.
- Undertake termly health and safety visits, alongside our Site Manager, and report back at Resources Committee.

The Governing Board, in conjunction with the Headteacher will provide the following:

- A safe place for all users of the site including staff, pupils and visitors
- A named governor with responsibility for H&S matters. It is that governors' responsibility to keep the Governing Body informed of new regulations regarding health and safety and ensure that the school regularly reviews its processes and procedures with regard to H&S matters. The governor also liaises with the Estates Manager, BMDC and other external agencies to ensure that the school procedures are in line with BMDC and HSE guidance.
- A safe means of entry and exit for all site users
- Equipment, grounds and systems of work which are safe
- Safe arrangements for the handling, storage and transportation of any articles and substances
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance
- Supervision, training, information and instruction so that all staff can perform their duties without risk to their health and safety.
- Where necessary, provide personal protective equipment and clothing, along with any necessary guidance and instruction, and monitor to ensure it is used and used effectively.

Health and Safety Duties of the Head Teacher

The Head Teacher has absolute responsibility for ensuring the Health, Safety and Welfare of anyone affected by the enterprise of the school. Head Teacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Head Teacher:

- Has the absolute responsibility for Health and Safety of everyone affected by the enterprise, and delegates their authority for others to act on their behalf but cannot delegate the responsibility. The Head Teacher is responsible for ensuring the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors. The Head Teacher instructs all staff to consider Health and Safety implications of their activities, to evaluate their own level of knowledge and to seek advice from a suitably qualified person when necessary.
- Will take all reasonably practicable* steps to ensure the Health and Safety Policy is communicated to and implemented by staff, pupils and visitors to the school.
- Will canvas any specialist expertise available, in house or external, to help ensure the safety of staff, pupils and visitors.
- Will report to Governors on H&S issues.
- Will Investigate all accidents and dangerous occurrences, reporting in accordance with BMDC procedures and take action to prevent occurrences.
- Will ensure staff are familiar with this policy and facilitate or arrange for training in general health and safety matters and in specialised matters where necessary. This includes allocating resources, and giving staff sufficient time for training needs.
- Will ensure risk assessments (RA's) are in place for relevant activities where appropriate in consultation with the responsible member of staff and anyone else who may have useful input (such as the Business Manager and Site Team) and that these are regularly reviewed
- Will ensure pupils understand their responsibilities for the health and safety of themselves and others
- Will report any issues / safety concerns to the Chair of Governors/ resources committee and/or health and safety governor

The Head Teacher will designate health and safety officers to be responsible for the day-to-day implementation of this Health and Safety Policy. These people are the School Business Leader and Estates Manager. The Head Teacher and these designates will also be the designated contacts with the LA Occupational Health Team and through them, the Health and Safety Executive (HSE) where necessary.

Health and Safety duties of the School Business Leader

The role of School Business Leader (SBL) includes that of Safety Officer. The SBL may be delegated any of the duties of the Head Teacher so long as the SBL is aware that they have been delegated to them and is competent to carry them out.

The School Business Leader will:

- Ensure risk is managed and that any persons delegated responsibilities have sufficient knowledge, training, instruction and supervision to perform their roles safely.
- Will maintain a dialogue with other delegated Health and Safety persons in any matters or changes which may affect the Health and Safety of persons affected by the enterprise.
- Will ensure that all hazardous activities undertaken by the school have been suitably and sufficiently risk assessed.
- Will ensure the Estates Manager, in their capacity as Health and Safety Officer, is adequately trained and given opportunity to perform the duties for which they are employed, and ensure skills and knowledge are maintained and developed.
- Liaise with the Estates Manager to ensure contractors undertaking work on the school site are protecting the safety of staff, pupils and visitors. They will notify the Estates Manager of any proposed work so that it can be carried out in a safe manner.
- In the absence of the Estates Manager or his delegate, deal with or make safe reported hazards until they can be handed over to the Estates Manager.
- The SBL will exercise personal responsibility for the health and safety of themselves and others, and will notify the Estates Manager should any person employed by the school require reasonable adjustments, additional support and/or a personal risk assessment to ensure they work safely.
- Ensure staff within their control are adequately trained and instructed, and given sufficient time to perform the duties for which they are employed safely, and are supervised to ensure they work safely.
- Escalate any issues / safety concerns to the Head Teacher

Health and Safety duties of the Estates Manager

The Estates Manager's role includes that of Health and Safety Officer. The Estates Manager may be delegated any of the duties of the Head Teacher or School Business Leader so long as the Estates Manager is aware that they have been delegated to them and is competent to carry them out.

The Estates Manager (PM):

- Will ensure provision and revision of the School Health and Safety Policy
- Will provide knowledge and guidance on aspects of Health and Safety, Statutory Compliance and Sensible Risk Management
- Will maintain knowledge of current requirements and available methodologies to control risks.

- Will maintain a dialogue with other delegated Health and Safety persons in any matters or changes which may affect the Health and Safety of persons affected by the enterprise.
- Will ensure anyone working in or using the School site is aware of any significant hazards which may affect their health and safety.
- Will ensure CDM regulations are in place for all activities undertaken by the Site Team and external contractors and ensure that all contractors adhere to CDM regulations prior to commencing any work.
- Will liaise with contractors undertaking work on the school site, to ensure the safety of staff, pupils and visitors.
- Will report any concerns around observed unsafe practices, conditions or equipment to the Head Teacher or School Business Leader.
- Will ensure the school takes environmental impact seriously, and makes appropriate adjustments to practice, to prevent environmental damage wherever possible.
- Will ensure Site staff within their control are adequately trained and instructed, and given sufficient time to perform the duties for which they are employed safely, and supervise them to ensure they work safely.
- Will ensure they complete COSHH assessments prior to a substance being used on school premises, that they are reviewed, and the assessment sheets are available to staff who need them.
- Will ensure all site staff using chemicals understand the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed.
- Will ensure all site staff using chemicals understand the first aid treatment required in the event of them coming into contact with the chemicals.
- Will perform risk assessments on any hazardous activities undertaken by site staff.
- Will provide assistance to teaching and support staff performing risk assessments on any hazardous non-curriculum activity undertaken by school staff, and provide information, instruction, training, and supervision to allow safe working where necessary, as required by the Head Teacher or School Business Leader.
- Will ensure hazardous substances, e.g. cleaning substances, are properly used, stored and disposed of.
- Will deal with reported hazards as soon as reported and make them safe.
- Will ensure regular checks are completed (by Estates Manager, Assistant Estates Manager or delegated member of staff) of the building and site to ensure there are no uncontrolled hazards.
- Will ensure that an annual maintenance programme is in place and is followed.
- Will ensure the site team will exercise personal responsibility for the health and safety of themselves and others
- Will escalate any issues / safety concerns to the School Business Leader
- Has the authority to cease any activity, or remove, secure and prevent the use of any equipment which they believe to be hazardous.

In addition, the Head Teacher, School Business Leader, Estates Manager and Administration Staff will ensure where practicable, that visitors to school are aware of any risks to their Health and Safety.

Health and Safety Duties of the Assistant Estates Manager.

The role of Assistant Estates Manager includes a significant safety role. The APM may be delegated any of the duties of the Estates Manager so long as the APM is aware that they have been delegated to them and is competent to carry them out. The APM carries the authority to report or cease any activity, and to remove, secure and prevent the use of any equipment which they believe to be hazardous.

Duties of all members of staff, volunteers and visitors

All members of staff, volunteers and visitors

- Have a Duty under Common Law, not to endanger themselves or others.
- Must familiarise themselves with the Health & Safety Policy and aspects of their work related to health and safety.
- Must comply with all reasonable instructions concerning health and safety.
- Should recognise the curiosity, naivety and lack of responsibility of children, and safeguard them from harm
- Will avoid any conduct which puts themselves or others at risk.
- Have a duty to ensure that all staff, pupils and visitors are observing health and safety and adhering to any rules, routines and procedures in place.
- Will keep fire exits free of obstacles or hazards.
- Will follow all fire prevention strategies and observe all fire signage keeping designated fire doors closed.
- Will observe good housekeeping, maintain a tidy and safe environment free from obstacles and trip hazards.
- Will ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They should not allow improper use of such equipment and instead should report it to the Estates Manager or School Business Leader. Some equipment used by site staff requires that the operator be trained, untrained persons should not attempt to use this equipment.
- will use the correct equipment and tools for the job and any protective clothing supplied.
- will ensure any toxic, hazardous or flammable substances are used correctly, and securely stored and labelled as appropriate.
- will report any defects in equipment or facilities to the designated health and safety officer.
- will take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- will exercise good standards of housekeeping and cleanliness.
- will report any issues/ maintenance/ safety concerns to the Estates Manager via the reporting process that is in place.
- Must, in the absence of the Estates manager, deal with or make safe reported hazards until they can be handed over to the Estates manager, and report them to the School Business Leader
- will exercise personal responsibility for their own health and safety and that of others.
- Undertake all relevant training in the time set aside to complete and within timescales set.
- Will not bring in own personal electrical goods or products that comply with COSHH, unless approved by the Estates Manager

Obligations of contractors and hirers

- When the school is used for purposes not under the direction of the Head Teacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- Contractors and hirers working on the school premises are required to identify and control risks arising from their activities.
- Contractors and hirers will inform the School Business Leader and/or Estates manager of all potential risks to staff, pupils and visitors via the “Information from contractors” form which is to be completed before any work commences. They will maintain a dialogue with the school throughout the work to report any further hazards which may arise.
- Contractors performing construction work must provide all necessary information under The Construction (design and management) Regulations 2015 – CDM regulations.
- Contractors and Hirers must provide the school with details of their PLI insurance before work commences

The Occupational Safety Team

(Bradford Council):

- Will provide advice and guidance to help schools fulfil their health and safety responsibilities.
- Will answer queries from staff on health and safety issues
- Will 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 to report to HSE where necessary.
- Advise on and facilitate (when possible) staff safety training.
- Draft and/or advise on policies, procedures and guidance for health and safety.
- Interpret and advise on new legislation impacting on the working environment.
- Attend meetings to advise on occupational safety issues.

Pupils

- Pupils will be given the opportunity to experience risk and exciting play to build resilience and personal risk management.
- Pupils will be taught to exercise personal responsibility for the health and safety of themselves and others.
- Pupils will be taught to respond to the instruction of staff given in an emergency.
- Pupils will be taught to observe the health and safety rules of the school.
- Pupils will be taught not to misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.
- Pupils will be taught about risk and how to make their own judgements about managing them.
- Pupils are required to adhere to all instructions at all times.

First aid and Medication

- The school will ensure sufficient provision is made for both trained personnel and first aid equipment on-site.
- It is recognised that staff do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis.
- There is a requirement to assist pupils with medical needs. To this extent, staff will administer medication under the guidelines laid out in our policy for the administration of medication in school.

See separate First Aid and Administering Medication Policy.

Contacting the emergency services

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

- Following an accident/injury, the first-aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim. The headteacher must be informed immediately.
- If there is no first-aider immediately available, a judgement will be made by those staff attending the injured party regarding whether to contact the emergency services.
- Where an ambulance is called for a pupil, office staff will make all reasonable attempts to contact the pupil's parents.
- Staff should make access for the emergency vehicle as easy as possible, by pre-opening gates and being ready to direct them as necessary.
- Staff should be aware of any pupils who have specific evacuation needs via a Personal Emergency Evacuation Plan.

Animals in School

Animals can play a role in the education of children so children can learn about their needs and characteristics. Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holiday times. A suitable and sufficient risk assessment will be carried out should animals ever be admitted to school, (to include allergy awareness) and expert guidance sought for their welfare if applicable. This must include holiday periods.

Electrical Equipment and Testing

All items of portable electrical equipment in school are inspected and checked annually. Certain site equipment will require the operator be trained before use. This equipment should never be used by anyone untrained, without exception.

Use of multiple outlet extensions (except for charging purposes) is limited strictly to ad-hoc use and they must be replaced as soon as practicable with a socket installation.

Staff must never bring electrical items into school which do not have an in-date test indicator.
Electrical cables will be kept tidy.
Fixed wiring inspection is completed every 5 years.

Fire safety

- A suitable and sufficient Fire Risk Assessment will be carried out by BMDC and the school and reviewed as required by law.
- Procedures for ensuring that fire safety is properly managed will be discussed, formulated, communicated to all staff, and re-enforced regularly and consistently.
- The procedure for fire drills will be made clear and understood by all staff.
- The use of fire extinguishers will be limited to trained staff and only if they feel confident to use them. Sufficient Fire Wardens will be trained and present at all times to meet approved codes of practice.
- The school will test fire evacuation procedures regularly, at least half-termly, and will include 'no-notice', blocked exits, and 'hiding child' drills for authenticity.
- All visitors should be signed in which places them on the fire register. This will be checked at the muster to identify missing individuals.
- A system for sweeping the building shall be in place to make sure all areas are checked, and full training will be given to staff who carry out this role.
- Firefighting equipment will be checked on an annual basis by an approved contractor.
- Fire alarms will be tested weekly from different 'break glass' fire points around the school and records will be maintained and held in the Estates Managers Office.

Accident reporting

Accidents to employees, agency staff, trainees, member of the public, clients or contractors working on our site, are to be reported to and recorded on the school Medical Tracker system

If an accident happens resulting in an injury to a child, an appropriate adult will do all they can to aid the child concerned and a first aider will be called. An appendix details all staff that are first aid trained. If necessary, the school office will telephone for emergency assistance.

Minor injuries are reported to parents/carers by email. A bump to the head or a serious injury will result in parents being telephoned through the emergency telephone number held on school files. In the event of emergency transfer to hospital with parents unavailable the school will act in loco parentis and take appropriate action in the best interests of the child.

For serious injuries or assaults which require any person being sent directly to hospital or in the case of an employee, an absence from work, an online incident report must be completed as soon as possible by the Head Teacher, School Business Leader or Estates Manager. This automatically downloads to the Occupational Safety Team incident reporting.

<https://www.bradford.gov.uk/hands/index.asp?a=Accidents>. The Estates Manager should also be informed to begin investigation.

Significant injuries - guidance for staff

Significant injuries or health issues, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the Bradford Occupational Safety Unit at the earliest opportunity through the normal online form and this must be completed by an appointed Safety Officer. The decision to report to the HSE will be taken by the Occupational Safety Team.

The 'specified injuries' which must be reported include the following:

- *Work Related* Accidents to employees causing either death or major injury, or
- *Work Related* Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident), or
- Fractures, other than to fingers, thumbs and toes or
- Amputation of an arm, hand, finger, thumb, leg, foot or toe or
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes or
- Any crush injury to the head or torso, causing damage to the brain or internal organs or
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs or
- Any degree of scalping requiring hospital treatment or
- Any loss of consciousness caused by head injury or asphyxia or
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

All RIDDOR incidents will also be notified to the Chair of Governors as a matter of urgency.

Notification to the Health & Safety Executive

The Bradford Occupational Safety Unit is solely responsible for the reporting of accidents to the Health and Safety Executive.

Reporting hazards

Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.

In the main, reporting should be conducted verbally to the school office or any member of the site team as soon as possible to avoid any delay in hazards being dealt with.

Accident investigation

Accidents will be investigated by the Estates Manager or another suitably qualified person, and the outcomes recorded.

After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Head Teacher, SBL and Estates Manager will undertake termly evaluations of all reported incidents, injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness. These will be reported to Governors.

Risk Assessments

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

Termly review of assessments of high-risks areas, such as climbing/playground equipment, will be undertaken. **Annual** risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What measures the school has implemented to control the risk

The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

Health and Safety Monitoring

The school operates a Plan, Do, Check, Act model, as recommended by the Health and Safety Executive.

Plan – All activities, equipment, resources, personnel capabilities and procurement (purchases) will be considered to determine their impact on Health, Safety and the environment. Should any of these contra-indicate, then a suitable and sufficient risk assessment will be performed and a safe working procedure will be devised, in consultation with staff and with controls in place if necessary and training requirements identified and actioned.

Do – Information, Training and Instruction will be given if required, and the work activity shall then be performed, under adequate supervision which should be regularly performed.

Check – The working shall be monitored to identify any failings or additional needs and significant findings will be recorded.

Act – Act upon the findings to correct the failings and reduce risk, revisiting the planning and risk assessment stage, and retraining if necessary.

All assessments should be reviewed periodically by the department head or their deputy, and immediately after any significant changes or safety breaches, to ensure they are still suitable and sufficient.

Silsden Primary School are committed to:

- Termly meetings between the Estates Manager and the Health and Safety Governor.
- Daily observational walks of the site and premises by the Estates Manager or Assistant Estates Manager to identify hazards, record findings and act upon them.
- Termly H&S walks by the Estates Manager, in conjunction with the Head Teacher, SBL and Health & Safety Governor - inspecting premises, plant and equipment.
- Annual audits including fire risk assessments by Bradford Council Fire Officer and termly health and safety audits by H&S Governor.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.
- Termly review of pupil and staff accidents.

Visitors to the school

- All visitors must sign in at reception (to be added to the fire register) and have their identity checked by Reception Staff, and receive a temporary id badge.
- Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- No contractor will be allowed to execute work on the school site without the express permission of the Estates Manager, or in their absence the Head Teacher or School Business Leader, other than in an emergency or to make the site safe following theft or vandalism.
- Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They must not constitute a hazard to staff, pupils or visitors to the school.
- Anyone hiring the school premises will be inducted by the Estates Manager on all matters of Health and Safety, and must demonstrate that they fully understand their Health and Safety obligations. They must comply with all statutory and policy requirements, including risk management.
- Visitors, Supply staff and contractors will receive and wear a visitor's badge at all times while on school grounds.
- Staff members who encounter an unidentifiable visitor must challenge their presence, enquire if they require assistance and escort them to reception or off site.
- With regards to uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call. Lockdown procedures are in place and communicated to all staff.

- All regular visitors to the school and volunteers will be subject to an enhanced DBS and other safeguarding checks, completed by the school or certificates must be seen by the School Business Leader and recorded on our single central record before they can begin working with children. See our DBS Policy.
- Volunteer leaders may be appointed and given authority to manage groups of community volunteers on site at school to support with school activities and development. These volunteer leaders will be subject to a standard DBS check as they will not be undertaking any regulated activity with children. The site manager/SLT will make any community volunteers aware of relevant health and safety and safeguarding information.
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Personal protective equipment (PPE)

Silsden Primary School provides employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE. Any PPE procured should be adequate and suitable for the work and hazard it is to control. It should conform to the British Standard required for the level of protection required. Procurement should be managed by a suitable qualified safety officer.

PPE means all equipment worn, or held by, staff or pupils which is designed to protect them from specified hazards. Pupils and employees alike must be instructed how to use the PPE effectively and safely.

All staff and pupils must be provided with protective eyewear in all lessons if appropriate and instructed how to use it. Visitors must also be supplied with PPE when appropriate.

Risk assessments will be carried out by the teacher responsible, to determine the suitable PPE to be used for each hazard, and these are regularly reviewed.

The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that staff require to fulfil their roles safely, or a uniform that employees only wear to work.

Work Related Hazards

Maintaining equipment

Approved technicians or a trained health and safety officer, will inspect the following equipment for health and safety issues, as required under PUWER, to include:

- All fixed and portable gymnasium equipment
- Automated and electrically operated doors, gates and shutters
- Fire Safety equipment and lighting
- Folding equipment such as dining table pockets etc.
- Gas fired boilers, heaters and cooking equipment
- Lifts and Hoists
- Playground Equipment
- Portable Work equipment
- PPE

- Pressure Vessels
- Ventilation equipment
- Water Safety Equipment (TMV's, Anti-legionella valves etc)
- Working at Heights Access equipment and ladders

It is the responsibility of the School Business Leader to inform or consult the Estates Manager on any procurement which may affect the Health and Safety of anyone working at or visiting the premises.

Hazardous substances and materials

- All equipment, materials and chemicals must be held in appropriate containers and areas conforming to health and safety regulations.
- Hazardous substances must be labelled with the correct hazard sign and contents label. Hazardous substances must not be decanted except into appropriately marked containers.
- Storage life must be considered by Estates Manager. All control of substances hazardous to health (COSHH) and ionising radiations regulations must be adhered to.
- The Estates Manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
- No hazardous substances will be used or brought into school without the permission of the Estates Manager.
- Low toxic and low quantity products, such as correction fluid will be stored securely and only used under supervision in a well-ventilated area.
- No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- As a minimum, all control measures should ensure that exposure to harmful materials is below the Workplace Exposure Limit, where a substance has one.
- Control measures will be checked and reviewed on an annual basis to ensure continued effectiveness.

Stepladders and kick stools

Where extending ladders are used, normally by the Estates manager or site team, then proper instruction or training should have been received. Roof work, even retrieving balls, should not be undertaken during windy or severe weather.

There should be sufficient kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays.

Staff should not use ladders unless they have received formal working at heights training. Step ladders may be used by staff who have been adequately instructed (i.e. a toolbox talk or training session by the Estates Manager. Chairs, tables or furniture should NEVER be used as an access or working platform. All access equipment will be recorded on a central register and its condition checked regularly by the Estates Manager or representative.

Working at heights training to be completed by all competent site staff annually

Manual handling

- The first rule of manual handling is... can it be avoided? Eliminate the task if possible.
- All staff will be made aware of the risks associated with manual handling at induction and regularly thereafter.
- Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are significant manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced.
- Pupils and staff must only lift equipment and furniture within their own individual capability.
- Manual handling needs will be assessed and training will be provided for appropriate members of staff
- Only staff who have received formal manual handling should move and lift heavy or difficult loads. Capacities for lifting are subjective. Anyone has the option to refuse to perform manual handling tasks if they do not feel confident in their capacity or ability to perform it safely.
- During procurement it is the duty of the School Business Leader to examine if the manual handling of equipment and facilities intended for use on the premises or by employees have been assessed. Handling characteristics (Weight, Height, Dimensions, Portability, and suitability for use in a business environment) should be a key part of the decision process, to reduce risks from manual handling and improper use as required by PUWER.
- All staff to complete mandatory manual handling training on an annual basis

Lone Working

- Silsden Primary School recognises that there may be an increased risk to the health and safety of its employees whilst working alone.
- The school has a Lone Working policy which sets out the school's approach in both identifying these risks and managing them adequately.

Smoking / vaping

The school is a non-smoking / vaping premises and no smoking/vaping will be permitted on the grounds, including in vehicles. Employees must not smoke/vape in the vicinity of the school gates.

Housekeeping and cleanliness

Cleaning will be monitored by the Estates Manager. The standard required is outlined in the Site Care Staff Handbook and will be clear in the training delivered by the Estates manager.

Infection control

- Silsden Primary School Maintains high standards of hygiene using low toxicity cleaning agents for removing dirt and reducing germs.

- We actively prevent the spread of infection through evidenced based measures. It is not our policy to prevent the development of immunity in children by removing all normally present pathogens.
- Bactericides and Virucidal agents are only used where known infection risks are present, such as during outbreaks of sickness, or when dealing with body fluids (vomiting or blood), or if required to meet the needs of a immuno-compromised person.

Legionella

It is the responsibility of the Estates Manager to monitor and control legionella within the premises, and this knowledge is maintained by regular adequate and suitable training. The school employs the services of a specialist water quality company (Aquatrust) to survey and assist in this aspect of Health and Safety.

Bradford Council also provides advice and has assisted with the preparation of the school's Legionella risk assessment.

Lifts and Hoists

All passenger lifts and hoists for disabled pupils are inspected by a competent engineer on a six monthly basis as required by LOLER regulations.

The hoist is only to be used by staff who have undertaken training to use it. Staff details are recorded on our staff training record

Playgrounds and Equipment

Playground equipment in use is supervised during all breaks and lessons during the school day, in line with our playground equipment risk assessment.

A decision is made and enforced if inclement weather (damp/icy) means that equipment becomes unsafe to use on a particular day. Staff on duty must make a visual inspection of equipment when on duty and make the decision to deem the equipment as off limits due to freezing/wet conditions.

Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

Security and theft

Closed circuit television (CCTV) systems will be used to monitor events and identify incidents taking place.

CCTV systems may be used as evidence when investigating reports of incidents.

SPS is a cashless school and money is not held on site.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. School provides a personal locker if requested.

Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

Missing or believed stolen equipment must be reported immediately to a senior staff member. Valuable items are security marked and an inventory kept.

Severe weather

The Head Teacher, LA and Chair of Governors inform BSO of a decision on school closure on the grounds of health and safety, on the advice of the Estates Manager.

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

The school has an adverse weather policy.

Slips, Trips and Falls on the Level

The risks from slips has been reduced as low as reasonably possible by using carpeting throughout the school, except in the sports/dining hall, where a low gloss non-slip acrylic varnish sealer has been used. Entrances are equipped with barrier matting to reduce contaminants being walked in, and loose barrier mats are used in the hall.

Staff are instructed to be vigilant during wet weather if admitting children into the hall (i.e. breakfast club etc.) and supervise wiping of feet and removal of shoes if muddy.

Staff have a duty to keep the school tidy and not leave trip hazards and to report hazards. The site team daily examine the site for rucked carpets and rugs or other trip hazards. Children are not allowed to run in the corridors.

External play facilities are adventurous and uneven by design to introduce excitement and adventurous play, however flat play areas such as playgrounds are flat and are examined routinely for damage, to allow for running play. School takes the view that ordinary trips and falls by children are part of development and such play is encouraged. However, should any location become problematic then it will be subject to assessment.

Stress Management and Wellbeing

Silsden Primary School recognises that the incidence of stress within the education sector is significantly higher than many sectors. Long hours, additional home working, can put staff at risk from stress. To alleviate the risk the school:

- Has an active wellbeing programme to encourage staff to discuss mental health and wellbeing, overseen by the SBL and appointed Mental Health First Aiders

- Will limit any email or telephone messages to within the staff members' working hours except in exceptional circumstances.
- Will organise regular wellbeing activities for the benefit of the staff to encourage well-being.
- Understands that individuals vary, and will organise roles to take account of individual employees abilities and capabilities.
- Will consult employees in creating standard operating procedures to ensure they reflect the reality of the work as it presents.
- Will act immediately should any aspect of work be reported by an employee as a stressor or other risk to well-being.

Display equipment

Display screen assessments will be carried out annually by those staff who regularly use computers. The School Business Leader will ensure this is completed.

School Uniform

We have a clear uniform policy in school. We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears and watches. We ask children either to remove these during PE, swimming and games or to cover stud earrings with a plaster. Hats must be worn for swimming if children have long hair.

Supporting Policies (including but not limited to:

Adverse Weather Policy
 CCTV Policy
 Curriculum Policies
 Emergency Plan
 Lettings Policy
 Lone Working Policy
 Medicines in School / First Aid Policy
 Safeguarding and Child Protection Policy
 School Uniform Policy
 Educational Visits Policy
 Staff handbook

Monitoring and review

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is October 2026.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.