



Beaufort School

Health and Safety Policy

Governing Body Approval date	06/12/2021
Review	Annually
Review Due	December 2022

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The Governors of Beaufort Special School are committed to the promotion of a safe and healthy environment for staff and pupils and for other users of the school site.

Governors are committed to working within the framework provided by the City Council outlined in the 'Health and Safety: Policy and Guidance' manual.

Governors are committed to the provision of adequate and appropriate safety training for staff.

Governors accept the right of Trade Union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties.

ROLES AND RESPONSIBILITIES

Governing Body

The governing body is responsible for:

- ensuring that appropriate documentation is in place
- monitoring its implementation
- Reviewing it on an annual basis.

This will be achieved by:

- the appointment of a health and safety governor
- monitoring by the Joint Collaborative Committee
- Receiving reports from the Headteacher.

Head Teacher

The Head Teacher will be responsible for:

- the day to day management of health and safety
- the implementation of the policy
- ensuring that all staff are aware of the information contained in this document
- ensuring that staff are aware of the procedures laid down in the document, and of their own responsibilities to comply with them
- reporting to governors on health and safety matters
- liaising with contractors to ensure an adequate exchange of health and safety information
- Other responsibilities outlined in Section D of 'Health and Safety: Policy and Guidance'.

Site Manager

The Site Manager will be responsible for:

- ensuring that all defects in the buildings and grounds are notified to the head promptly
- ensuring regular checks of the fire alarm & sprinkler system are undertaken and record the results in the Fire Log Book
- Site security & access
- carrying out regular safety check of the school, external grounds & car parks
- Any other duties identified by the Head and Governors.

All Staff

It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.

All staff will therefore have access to this policy through the school network and will be expected to comply with the procedures it contains at all times. Hard Copies are available in the staff room.

All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure.

All Staff must be prepared to take appropriate action themselves to remove hazards.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

Subject Co-ordinators

Each subject co-ordinator is responsible for ensuring that the storage of curriculum resources in their subject complies with health and safety guidelines. They should inform all staff of any potential hazards in the use of equipment or materials.

Other School Users

The following users should be made aware of relevant sections of the school's Health and Safety Policy:

- All Staff
- Contractors
- Voluntary workers
- Parents
- Pupils
- Other users of the site (hirers).

PRACTICAL ARRANGEMENTS

Prayer/Quiet Room

Provision has been made for the use of 2 rooms to be made available where possible for any person's religious needs during certain times of the day. All users are reminded that the room is for prayer/quiet time only and shall only be available for this purpose at specific times to meet requirements. Anyone needing to use this room must ensure that they advise their line manager and that in the event of an evacuation they must follow normal evacuation procedures.

First Aid

During break times anyone requiring First Aid should be (where practical) taken to the first aid station located at the south side entrance doors, the break time Play Coordinator and other duty staff also carries a first aid 'bum bag'. A second box is kept in the Main Hall, and a box is also located in the Hydrotherapy suit and in the medical room. In addition, lunchtime supervisors carry a 'bum-bag' with basic first aid equipment, so that accidents can be treated immediately.

Only trained First Aiders can administer treatment. Children may not give any treatment to other children.

The current appointed persons list are located around the school and are visible by a laminated A4 sheet with a green +. Replenishing of items is the responsibility of the first aider.

A fully stocked first aid bum-bag must be taken on school outings. Any inhalers and epipens for specific children must also be taken. Details of any medical conditions/needs must form part of the risk assessment. For swimming, all inhalers must be taken and kept at the side of the pool.

When children are unwell and parents are required to collect a child they can sit outside the Admin office.

Accident Recording, Reporting and Investigation

In the event of an accident the staff will need to assess the situation and work to reduce any potential further risk and act in accord with their Duty of Care

Serious accidents – require immediate assistance. It is the responsibility of the supervising member of staff to request any additional support required immediately. LCA104 (BCC) must be completed immediately after the incident is resolved in accordance with BCC Policy.

Minor accidents – do not require form LCA104 however families of the injured parties will be informed.

Any accident needing routine treatment in school is deemed a Minor Accident, and should be recorded in the Minor Accident Book. The person completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence, they must notify the SITE MANAGER OR BSS if immediate action is required. A First Aid note will be sent home

As a general rule, if the child is immobilized through injury/accident the child should not be moved. An adult should stay with the injured child, and send a sensible child to find a First Aider (see above) to deal with the accident. All staff who have received first aid training should follow the guidelines provided by St John Ambulance.

If an accident is sufficiently serious that a First Aider is not able to provide routine treatment, or if a decision has been made for parents to be informed, it is deemed to be a Serious Accident. All serious accidents will be recorded in the Accident Book kept in the office and a letter/copy accident form is sent home with the child. In addition a white 'Accident Report Form' should be completed and given to the Head Teacher.

When a child has injured their head, the child must be monitored for any further symptoms, a Head Injury Form needs to be filled out (and not the minor accident book). One copy of this goes to the class teacher to give to the child's parents, and another copy goes to the Headteacher to file.

Ice packs should only be used when the injury may cause bruising or swelling. They should not be placed over an open cut.

Issuing Medicines

Medical Room – the medical room must be readily accessible (unless in use by a medical professional in which the engaged sign will be displayed)

All medicines must be clearly marked and locked in the medicine cabinet in the Medical room or in the medical fridge also in the medical room.

School staff should not administer any medicines unless the appropriate consent form or 'Issuing medicine to a child during school time' has been filled in or a suitable letter been received by the administrative staff.

As a general rule, medicines issued to children during school time should be restricted to pupils who suffer from a chronic complaint and could not otherwise attend school. However, medicines can be given where there is a compelling need to administer short term medication for a serious complaint.

Pupils will be assisted in medicine administration if they are not able to do so independently. This will only be from containers clearly marked with the dosage, frequency of administration, patient name and medicine expiry date. PLEASE REFER TO THE INDIVIDUAL SCHOOLS POLICY 'ADMINISTERING OF MEDICINE'.

All first aid waste must be disposed of in the bio hazard bin in the medical room (black and yellow). We do not currently have 'sharps' on the premises and special arrangements would have to be made in order to facilitate their safe disposal and a further risk assessment would need to be carried out.

Staff are not permitted to administer Emergency medication unless they have been trained appropriately and agree to undertake this.

Fire Safety

There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Log Book. The times of the practices will be varied to cover all times of the school day.

Fire evacuation procedures and exit strategies are displayed in all rooms. All staff must ensure that they are familiar with them.

Fire Assistants Procedures and zone checklist are located at the entrance of each fire zone.

The Site Manager & BSS are responsible for testing the Fire Alarm & Sprinkler system on a weekly basis and recording the result in the Fire Log Book.

Fire Alarm tests are carried out during out of school hours. All fire escape routes are checked daily for obstruction

At large gatherings, for example school plays, all relevant emergency exits must be made known and be accessible, and a telephone available for emergency calls.

External maintenance contracts are in place for all Fixed and portable fire equipment (Fire Alarm & Sprinkler – Bi Annual, Fire Extinguishers and blankets – annually).

The plant room is inspected a minimum of twice per day for any BMS alarms, changes in Pool Dosing/temperature and any other visual changes.

Smoking is not permitted anywhere in the school building or external grounds.

Hazard and Defect Reporting

All defects and hazards relating to the building or grounds should be reported immediately to the Headteacher/Site Manager and if not already completed a Risk Assessment will be carried out.

The Site Manager will be responsible for monitoring the progress on all items reported and advise the Heads of any issues arising.

Annual Audit

A safety audit of the school will be carried out each year by a select group including the Site Manager and School governors.

The outcome and actions taken will subsequently be reported to the Collaborative Governing Body who may update, modify or amend the policy as it considers necessary to ensure the Health Safety & Welfare of staff pupils and visitors.

Risk Assessments

The results of the audit will help to determine the areas and/or activities for which a formal Risk Assessment needs to be carried out or amended where necessary

Areas related to teaching and learning will be identified at staff meetings or when new materials, equipment or procedures are to be used.

The Heads will be responsible for allocating the task of undertaking Risk Assessments to the person best placed to make the assessment. Each respective schools electronic copy Risk assessments can be found on their local drives.

Site Risk Assessments are found electronically on the Z drive

Emergency Preparedness/Disaster Recovery (school closures through disaster)

We will endeavour to maintain teaching from a temporary location in the event of a disaster closing the school mid-long term in the event of Fire, flood ,explosion, however the initial set up of our disaster recovery period will be aprox 48 hrs from notification that occupancy of the building is denied.

Fire – see Fire & Emergency Evacuation Procedures (all areas 'z'drive)

Bomb – see FEEP but with no audible alarms sounding

Explosion – see FEEP

Also refer to external travel risk assessment.

The Head Teachers will take responsibility for ensuring all staff and parents are kept up to date with changes and progress.

All Data and personnel records are backed up and held with the City Council. The school advises all staff to save to the shared drive to facilitate retrieval in the event of Disaster Recovery being implemented.

Adverse weather conditions (school closures)

It is the intention of the heads to maintain the school opening programme throughout the year. However there could be occasion when the school may be closed. In the event of heavy snow fall the following will be taken into consideration before a closure is decided:

- Ability of children, staff & pupil transport to travel to & from school safely
- Adequate staffing
- The school can provide heating & hot water
- The safety of the site.

If the school has to close during the day because travelling later in the day is deemed unsafe, parents/contacts will be notified to collect their children as quickly as possible or where external transport is provided parents will be notified that children will be coming home earlier. Where contact is not made the school will keep the child safe until suitable alternative arrangements have been made with the parent/carer of the child. No child will be allowed home without agreed adult supervision.

Control of Substances Hazardous To Health (COSHH)

The responsibility for carrying out COSHH assessments will rest with the Head, the Site Manager or the secretary, depending on the substance concerned.

COSHH data sheets will be kept in their respective areas of use and a central file in the Head Teachers offices.

Electrical Safety

Any faults must be reported immediately. All portable appliances must be visually checked prior to use and thoroughly tested on an annual basis, any items highlighted as unsuitable will be disposed of according to WEE Regs.

Displays or decorations must not be suspended from light fittings. Appliance (where possible) should be turned off at the end of every day.

Only NIC/EIC approved contractors will be used for any electrical/maintenance services. PAT register and Fixed wiring records are held in the Site Managers office

Security/Visitors to the Site

All permanent staff are issued with an ID/access badge which allows access to all required areas of the school.

All visitors will be expected to report to the school office, where they will be asked to sign the visitors' book and asked to wear a visitor's badge & lanyard.

Visiting professionals and contractors are issued with a key fob to allow them access around the school. These are signed for when the visitor arrives and given back to the office when leaving.

Staff and children are encouraged to challenge politely anyone in school they do not recognise who is not wearing either a visitor's, contractors or staff badge. Our lanyards are colour coded for quick recognition.

External contractors must give a minimum of 24hrs to gain access to site unless carrying out emergency repairs. Where a contractor does not hold current CRB and needs access during core hours, work will only be permitted in the presence of a member of staff.

Supervision Before and After School

The school accepts no responsibility for children on the premises before they enter the playground/car park from 8.45am when staff are on duty.

Cycling To School

As part of Healthy Schools, we encourage where possible, to walk or cycle to school. In both circumstances, Parents are responsible for the safety of their child/children. All child & parent cyclists must dismount at the pedestrian entrance and walk the bikes down. The school accepts no responsibility for loss or damage of bikes whilst on school property.

Dogs on Site

Support dogs (guide dogs, hearing dogs etc) are allowed onto the school site. However, other dogs are not allowed inside the school grounds, except in special circumstances with the written permission of the Headteacher and Governors.

Use of Car Park & Pedestrian Entrance

The school car park is for the use of school staff and visitors only. It is not for the use of parents when bringing children to school or collecting them at the end of the day. The only exceptions are those parents bringing children in who do not have access to school transport. These parents will be met at the gate by a member of school staff.

Pedestrians are not permitted to use the car park as an entrance or exit route from the school unless the Head teacher has requested the vehicle entrance to be used in this manner.

All users are reminded to observe the 10mph speed limit and signs are visible.

The pedestrian entrance will have cones placed adjacent to prevent vehicles access. Any vehicle requiring access via the pedestrian entrance will be 'booked' and accompanied by a member of staff. In the event of a Fire the appliance may use the pedestrian entrance to access the necessary elevation of the building.

During adverse weather conditions and providing the school is open, the driveway & car park will be gritted. During out of hours or weekends no provision is made for gritting and therefore 'users' will be advised accordingly. The pedestrian entrance will also be gritted as necessary during the winter months.

Environment

We are very serious about our environment and strongly encourage recycling, energy management, walking where possible and switching off any unnecessary appliances. We have an appointed Environmental Group. Our objective is to raise the profile for environmental awareness throughout the school and in our children's home lives by continually challenging our current environmental practices.

Monthly meetings will be minuted and items will be discussed with the Head and Site Manager for practical implementation.

Related Policies

- Lettings Policy
- Guidelines for First Aid.
- Pool operating procedures (normal & emergency)
- Fire Risk Assessment
- Safeguarding Policy
- Environmental Policy
- Off Site Risk Assessments

**SUPPLEMENTARY HEALTH & SAFETY POLICY
FOR
BEAUFORT SCHOOL 2021**

***APPROVED BY GOVERNORS December 2021
(This may be done as a Chair action)***

	NAME	CONTACT DETAILS
EXECUTIVE HEAD TEACHER:	Jeanette Ashwin	j.ashwin@beaufort.bham.sch.uk 01216758500
HEALTH & SAFETY CO- ORDINATOR(S):	<i>Mark Wright</i> <i>Jane Taylor</i>	m.wright@beaufort.bham.sch.uk 01216758500 j.taylor@beaufort.bham.sch.uk 01216758500
DESIGNATED HEALTH & SAFETY GOVERNOR:		



**SUPPLEMENT TO HEALTH & SAFETY POLICY
FOR
BEAUFORT SCHOOL**

1. Introduction

The school recognises the requirements of the Health & Safety at Work Act 1974 (and associated Regulations) and has an existing Health, Safety and Wellbeing Policy which sets out how we do this. However, in recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority (or other employer) in relation to managing risk associated with COVID-19.

In order to ensure the school continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented.

2. Risk assessment

The school has continued to undertake risk assessments during the period of partial closure due to COVID-19. As part of the preparation for wider opening of our school (from September 2020) a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and accompanying action plan cover the following Health and Safety elements:

• Buildings & Facilities • Emergency Evacuation • Cleaning & Waste Disposal • Classrooms • Staffing • Group Sizes • Social Distancing	• Catering • PPE • Response to suspected/confirmed Covid-19 cases • Curriculum/learning environment • Communication • Governance • School events (including trips)
---	--

The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

3. Roles and responsibilities

a. The Governing Body will:

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

b. The Headteacher will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

c. All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Headteacher
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all pupils and other staff

d. Parents will:

- Adhere to any recommendations from the school to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the school
- Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Adhere to government guidance at all times to reduce the risk of transmission
- Ensure their child does not mix socially outside of school, other than as permitted by current Government guidance

e. Pupils will:

- Observe the Health and Safety rules of the school, including new arrangements in response to COVID-19 set out in the current school Behaviour Policy
- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider school community.