



Health & Safety Policy

For

Brookfields Primary School

Brookfields Health and Safety Mission Statement

At Brookfields Primary School, we recognise and accept our responsibilities for establishing and maintaining a Health and Safety Management System to minimise risks to Health and Safety of the pupils, staff and others affected by the school's activities, by identifying and then controlling hazards through making reasonable adjustments. In order to meet these responsibilities, we at Brookfields regard Health and Safety of paramount importance and give it the highest priority. The Governing Body and the Headteacher, with the co-operation of staff and pupils, will provide a positive lead in organising Health and Safety activities, using the best available knowledge, methods and whatever resources are necessary to comply with Health & Safety at Work Act 1974. The objective of the Health and Safety Policy is to ensure that the school is a safe environment for learning and working, and that Brookfields satisfactorily meets health and safety standards set out in this policy through empowering all stakeholders.

SignedChair of Governors (on behalf of G.B) Date

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1. STATEMENT OF GENERAL POLICY

The Governing Body of Brookfields Primary School recognises that the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere, is primarily the responsibility of Birmingham City Council (BCC) and the Directorate of Children, Young People & Families (Directorate for Children's Services). We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the Schools Governing Body. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

1.1 On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- a. All persons employed at Brookfields School whilst they are at work;
- b. Persons other than Brookfields School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Brookfields School whilst they are at work.

1.2 To effectively achieve this, Brookfields School will provide, so far as is reasonably practicable:

- a) Safe premises, plant and systems of work;
- b) Safe methods of using, handling, storing and transporting of articles and substances;
- c) Information, instruction, training and supervision;
- d) A safe working environment;
- e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

1.3 The Governing Body for Brookfields School will comply with safety policies, guidance, advice and instructions issued by BCC, the Directorate for Children's Services and advice from Schools Safety Services. Brookfields School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

1.4 While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

1.5 It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

Signed Chair of Governors (on behalf of G.B) Date

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2. ORGANISATION AND RESPONSIBILITIES

Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

2.1 The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a Health & Safety Advisory Group. The role of the Group will be to meet at least three times per annum and act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2.2 Members of the Health & Safety Advisory Group shall include the following shall be drawn from the governing body and representatives of the school to include the Senior Office Manager and Building Site Manager.

Members of the School Council, as well as other school staff will also be involved to take an active role in ensuring that their environment is safe. This will empower pupils and staff through carrying out safety sweeps in areas of the school that they do not normally work in.

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Group member will be confirmed annually by their respective bodies as appropriate and confirmed by a full governing body at its AGM. The Group will meet at least each term and more often at the request of one Group member, the Head Teacher or the Governing body.

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2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Brookfields School Health and Safety Management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.4 Head Teacher

The Governors charge Head Teacher Julie Berrow with the day-to-day responsibility of managing and enforcing Brookfields School Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Deputy/Assistant Head Teacher/s will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Co-ordinator

Karen Seleshe is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. As Health and Safety Co-ordinator her role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. She will also be responsible for convening meetings of the Health and Safety Advisory Group, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. She will endeavour to keep up-to-date with safety regulations and through the Health and Safety Advisory Group initiate steps that ensure arrangements for health and safety at Brookfields School conform to both current regulations and best-known practice.

2.6 Phase/SEN Leaders (Leaders)

The nature of the schools activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Phase Leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated Zones are discussed within their Phases and inspected regularly to identify hazards and bring any concerns to the attention of the Health and Safety Co-ordinator/Head Teacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

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In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Coordinator. Leaders will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.7 Classroom Teachers/Senior Office Manager

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager or a member of the Health and Safety Advisory Group. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their charge will be informed of any findings that will also be recorded and filed in the school office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their designated SMT member/Head Teacher. Classroom Teachers/Senior Office Manager will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.8 The Site Manager

The Site Manager is Willis Mullins and he has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The Site Manager is also responsible for the supervision of cleaning staff, materials and any equipment they use. He will be responsible for undertaking/assisting in the risk assessment process in matters relating to his work and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of the Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the Site Manager will identify quickly areas that threaten the safety of him/herself, pupils or other members of staff.

The Site Manager will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher/Health and Safety Co-ordinator. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions; such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Co-ordinator. The Site Manager will

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also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.9 All Other Staff (Non-Supervisory)

A vital role and responsibility for implementing Brookfields School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the schools managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager/Health and Safety co-ordinator.

3. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Brookfields School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required, advice will be sought from Education Safety Services to advise/assist directly or where appropriate, identify other competent persons to provide advice and support.

Staff have been consulted in the process of developing this policy and will be made aware and encouraged to consult the safety policy; thus, make themselves familiar with its contents and how it relates to their day to day work. Safety policies are available through the internal school network drive and in the policy folder in each classroom.

The Governing Body will appoint a lead governor for Health and Safety who will attend meetings of the Health and Safety Advisory Group and will act as the liaison with the full governing body through the Finance, Staffing and Premises Committee.

The arrangements for managing health and safety within Brookfields School are designed to eliminate hazards or adequately control risks to staff and pupils and are as follows:

3.1 Children's Services Policies for Safety

Useful information, guidance and policies can be viewed on the Schools internal network for staff. Additional information may be found on the Schools HR Sap System. The school will contact Education Safety Services on 675 0364, or email schoolsafety@birmingham.gov.uk for advice on any health and safety issues relating to the school.

3.2 Staff Induction

All new staff and students are assigned a mentor who guides them through the school handbook as an induction process. Newly Qualified Teachers are assigned a mentor for the whole year and a record of the attendance of training courses will be kept in their personal file.

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3.3 Fire Safety

The Head Teacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. Fire drills take place once every half term. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in main office.

3.4 Safeguarding/Security

The school will undertake a review of security annually in the first half of the Autumn term. This will be undertaken by the Head Teacher in liaison with the Health and Safety Advisory Group. Findings will be recorded and progressed onto an action plan of remedial measures. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Head Teacher.

3.5 Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development/performance management review process or in light of changed responsibilities.

3.6 Dynamic Risk Assessment

Julie Berrow, Head Teacher has been trained and can demonstrate a clear understanding of applying the risk assessment process prior to the commencement of a range of tasks. Following consultation with school staff, the Health and Safety Advisory Group will identify and list specific work tasks where a significant risk of harm could arise. The staff consultation process and list of jobs/tasks identified will be reviewed annually.

In order to ensure compliance with the requirement to undertake risk assessment a team of school staff have been trained in the risk assessment process and they will approve any plan for carrying out any of the listed tasks before work begins.

Staff are instructed not to undertake any of the listed tasks unless it follows a safe system of work and prior approval has been sought from the Head Teacher.

3.7 Premises Safety Sweeps

Safety Sweeps will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff teams, School Council and lead by Phase Leaders sweeping a designated safety zone within the school. Findings will be recorded on a Safety Sweep checklist every term (see Appendix 2-SW and appendix 3-SSZ) and jobs planned by the Site Manager as necessary.

Safety zones are Early Years Foundation Stage, Key Stage 1/2 (Lower & Upper), Dining & Sports Halls, Outdoor Spaces. (See Appendices 4-RA, 5-RA, 6-RA, 7-RA)

Completed checklists will be handed onto a member of the Health and Safety Advisory Group to sign off and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

Any issues raised on the Safety Sweep forms will be collated by Site Manager. If applicable, quotes for works to be carried out will be obtained and forwarded to the Head Teacher, Julie Berrow, for authorisation. Evidence is recorded and filed. (See appendix 8-Completed Job List-CJL)

These arrangements will be closely monitored and checklists inspected annually by the Health and Safety Advisory Group. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Body.

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3.8 Play Ground and Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the Site manager and Lunch Time Supervisors sweeping designated safety zones within the playground or grounds and record findings on a checklist every term. Staff are reminded to report any issues immediately to the Health and Safety Advisory Group. Evidence will be recorded and filed the same as 3.7 above.

3.9 Working at Height

Head Teachers/Leaders/Managers and Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate. If appropriate to work at height, staff must always do so in pairs.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

A Line Manager will be informed and will approve a plan for working at height before the task is carried out.

All relevant staff will be informed formally of the risk assessment findings.

Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment will be fully inspected every 12 months by Direct Services, with whom the school has a cleaning contract, and a record of this retained. Authorised staff (Site Manager) will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by the Health and Safety Advisory Group every 12 months and meeting notes kept.

3.10 External Educational Visits

The Head Teacher and the Office Administrator have been appointed and trained as Educational Visit Co-ordinator (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and co-operation in control measures. Risk Assessments for external visits and planned internal visits are shared with all adults and pupils involved.

3.11 Stress/Well-being

The school adopts the Mental Well-Being Policy Guidance as recommended by Children's Safety Services. The school will endeavour to support any member of staff

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experiencing anxiety or stress even though this may not be work related and a **strict policy and full confidentiality will be observed at all times.**

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager, member of Senior Leadership Team or a member of the Health and Safety Advisory Group who will if necessary seek external advice from Human Resources and Employee Relations for schools. Staff can also approach 'Staffcare' (counselling service for employees of Birmingham City Council) for confidential one to one support. 'Staffcare' can be contacted on 0121 464 0999.

3.12 First Aid

Currently, seven staff have been appointed and trained as first-aiders and are displayed around school. The Head Teacher is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The school reinforces the First Aid plan by providing periodic awareness training for all staff.

3.13 Accident Reporting and Investigation

Accidents involving pupils will be recorded, a treatment slip will be given to the parent/carer and carbonised copies will kept in the main office. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to CYPF Safety Services.

All accidents involving staff must be reported and recorded on the Accident A1 form and sent to CYPF Safety Services.

All A1 accidents will be investigated by a member of the Health and Safety Advisory Group in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

3.14 Key Building Duty Holders

The building duty holder/s for Brookfields School are:

| | |
|-------------------|-----------------------|
| Fire | ADT/ Site Manager |
| Asbestos | Site Manager |
| Legionella | Site Manager /ACIVICO |
| Statutory Testing | Site Manager /ACIVICO |

3.15 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies.

This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.

Further information on statutory testing can be obtained from Infrastructure and Development, Asset Management, Education & Skills Infrastructure Children Young People & Families Tel: 0121 303 3767

This arrangement will be closely monitored by the Site Manager, to ensure tests results are entered into the Property Log Book. This must be reported to the Health and Safety Advisory Group in September to show a plan of jobs to be carried out and at the end of the year to show completed works. A matrix will also be displayed in the Property Log

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Book showing the ongoing status of test compliance (see appendix 9-Stars Plan with ACIVICO).

3.16 Asbestos Management

Recognising the absolute duty to **manage** asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Children's Services Health & Safety:

<http://www.publications.parliament.uk/pa/cm201213/cmselect/cmeduc/writev/1056/m4.htm>

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

The Duty Holder responsible for strict enforcement of this arrangement is the Head Teacher Julie Berrow and in her absence Deputy/Assistant Head Teachers/Chair of Governors.

3.17 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

All cleaning chemicals used are Birmingham City Council approved and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2000 (COSHH 2000). The COSHH Regulations folder is kept alongside the Property Log Book in the school office.

3.18 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.14 above), staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of a member of the Health and Safety Advisory Group.

3.19 Tools and equipment

All tools and equipment, such as paper cutters, used in classrooms will be properly stored to ensure no unauthorised or unsupervised use. Only rounded blunt scissors will be used by pupils.

As part of the planning process for curriculum activities that involve tools and equipment, Teachers will incorporate safe practise in planning lessons and share this with the pupils in order that they understand better how to use equipment safely and avoid being harmed using such tools or equipment. This will underpin their understanding, co-operation and ownership in control measures.

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3.20 Visitors and Contractors

All visitors to the school must sign in and be supervised by a member of the school staff at all times. Contractors are usually booked around the availability of the Site Manager and must report to the school office who will contact either the Site Manager or Key Holder who will ensure appropriate Contractor School Rules and/or for the Contractor Risk Assessments to be completed for Larger jobs. Brookfields Primary School uses contractors who are Birmingham City Council approved. Disclosure Barring Service (DBS) checks are collected along with copies of Permit to Work.

3.21 Co-operation Liaison with other site/tenants users

Brookfields School has other agencies/partners working within the school. One such partner is ASPIRE who support/teach sports during the school day and also runs After School Clubs. Induction of staff includes making individuals aware of Security, Fire safety and First Aid although usual Brookfields' staff are also in attendance.

3.22 Vehicle/Pedestrian Traffic

Risk Assessments are undertaken if there is any possibility of a conflict between people and traffic. Such a risk assessment would identify the critical periods of the school day where there is a significant risk of accident involving vehicles moving on the site. Control measures include corridors of time when vehicles do not move in and out of the school grounds, in particular at the beginning and end of the school day. Locked gates ensure that movement is prevented during the school day.

3.23 Holiday Shut Down

Deep cleans and refurbishment work is usually undertaken during holidays. This can often involve contractors or other staff undertaking tasks that could be hazardous and jobs that would fall outside the normal routines such as moving heavy furniture about. Additionally, contractors operate under their own risk assessments.

3.24 Safety Audit Arrangements

The Health and Safety Advisory Group will make specific arrangements for auditing procedures and adherence to the Health and Safety Policy. This should occur annually at least and may be twice a year if necessary. The Link Governor for Health and Safety, Wayne Hall will then report findings the Full Governing Body.

3.25 Policy Review Date

Will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

Signed: _____
(Chair of Governors)

Date: _____

Review Date: _____

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4. APPENDIX

Matrix of delegated H&S responsibilities

| Area of responsibility | Line Manager/s responsible to ensure compliance. | Staff responsible for implementing arrangement/task. |
|--------------------------------------|---------------------------------------------------------|-------------------------------------------------------------|
| 3.1 Safety Guidance | Education Safety Services | All staff. |
| 3.2 Staff Safety Induction | Head Teacher/SENIOR LEADERSHIP TEAM | SENIOR LEADERSHIP TEAM |
| 3.3 Fire Safety | Head Teacher/H & S Group | SENIOR LEADERSHIP TEAM |
| 3.4 Security Assessment | Head Teacher/H & S Group | All staff |
| 3.5 Safety Training | Head Teacher/H & S Group | All staff |
| 3.6 Dynamic Risk Ass | Head Teacher | All staff |
| 3.7 Good House Keeping Safety Sweeps | Phase Leaders | All staff |
| 3.8 Grounds Safety Sweeps | BSM – Willis Mullin | All staff |
| 3.9 Working at Height | Head Teacher/SENIOR LEADERSHIP TEAM | All staff |
| 3.10 External Education Visits | Head Teacher/ EVC | All staff |
| 3.11 Stress/wellbeing | Head/Deputy Teacher | SENIOR LEADERSHIP TEAM/All staff |
| 3.12 First Aid | Head Teacher | Seven trained staff |
| 3.13 Accident Reporting | Head teacher/H & S Group | All staff |
| 3.13 Accident Investigation | CYPF Safety Services | Head Teacher/SENIOR LEADERSHIP TEAM |
| 3.14 Key Building Duty Holders | Willis Mullin/Julie Berrow | Willis Mullin/Julie Berrow |
| 3.15 Statutory Testing | Site Manager | Site Manager |
| 3.16 Asbestos Management | Site Manager | Site Manager |
| 3.17 Substances Hazardous to Health | Site Manager | Site Manager |
| 3.18 Electrical Equipment | Site Manager | Site Manager |
| 3.19 Tools & Equipment | SENIOR LEADERSHIP TEAM/Phase Leaders | All staff |
| 3.20 Visitors & Contractors | Site Manager /Head Teacher/DSP | Office staff/ Site Manager |
| 3.21 Liaison with Other Site Users | Head Teacher/SENIOR LEADERSHIP TEAM | All staff |

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|------|--------------------------------|-------------------------------------|-----------------------|
| 3.22 | Vehicle Pedestrian Traffic | Head Teacher/SENIOR LEADERSHIP TEAM | All staff |
| 3.23 | Holiday Shut Down Arrangements | Head Teacher/ Site Manager | Site Manager |
| 3.24 | Safety Auditing | Governing Body | Safety Advisory Group |
| 3.25 | Safety Policy Review | Governing Body | Safety Advisory Group |