



HEALTH AND SAFETY POLICY

BELMONT BIRKLANDS SCHOOL TRUST LTD

1. STATEMENT OF INTENT

The Governing Body of Belmont Birklands School Trust Ltd, trading as Belmont Grosvenor School including Magic Tree Nursery, will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety matters in the establishment and the precautions required to deal with them.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

2. ORGANISATION

Responsibilities of the Governing Body

The Governing Body is responsible for:

- Formulating and ratifying the establishments Health and Safety policy.
- Regularly reviewing health and safety arrangements and implementing new arrangements as necessary.
- Ensure that the site and premises is maintained in a safe condition and that appropriate funding is made available.
- Ensure that risk assessments are made and recorded of all the schools work activities, including those off site which could constitute a significant risk to the health and safety of employees or other persons.
- Ensuring that the Health & Safety policy and other relevant documentation is brought to the attention of all employees.
- Prioritising action on health and safety matters where resources are required from the establishments budget, seeking further advice where necessary.
- Obtaining specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting high standards of health and safety within the establishment.
- Active and reactive monitoring of health and safety standards within the school, including health and safety inspection reports and accident reports.

Responsibilities of the Headmistress (or in the absence of the Head their appointed deputy on that day)

The Headmistress is responsible for:

- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring that health and safety arrangements are carried out.

- Ensuring that risk assessments are made and recorded of all the schools activities including those off site.
- Ensuring that risk assessments are made for individual members of staff and pupils as and when appropriate.
- Seeking specialist advice where appropriate
- Ensuring that termly health and safety inspections are carried out and that remedial action is taken.
- Ensuring that information received on health and safety matters is passed to the appropriate person.
- Identifying staff health and safety training needs and arranging for them to be provided

Responsibilities of the Health & Safety Co-ordinator

Responsible to the Headmistress for:

- Attending appropriate Health and Safety Training Courses to enable him/her to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Headmistress in the implementation of the school's health and safety procedures.
- Ensuring correct accident reporting procedures are followed, in accordance with RIDDOR 1995.
- Arranging termly health and safety inspection and ensuring follow up action is completed and that completed reports are sent to the Headmistress.
- Keeping staff health and safety training records up to date.
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness.

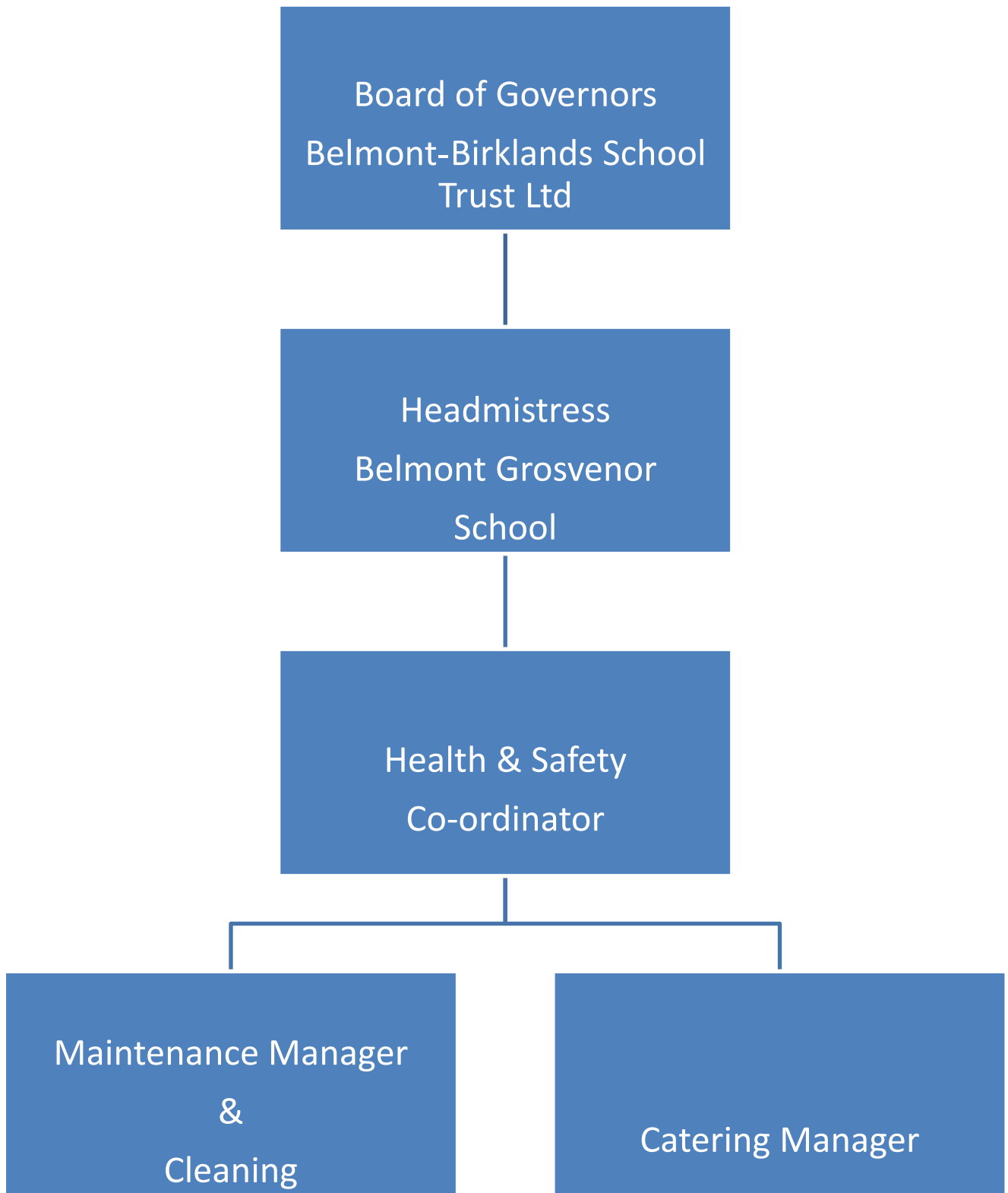
Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work;
 - checking classrooms/work areas are safe
 - checking equipment (visually) is safe before use;
 - ensuring safe working procedures are followed
- co-operating with the school governors and Headmistress on all matters relating to health and safety by complying with the health and safety policy.
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health, safety and welfare.
- reporting immediately to the Headmistress or Health and Safety Co-ordinator any serious or immediate danger.
- report to the Headmistress any shortcomings in the arrangements for health and safety.
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use.
- participate in health and safety inspections as appropriate

MANAGEMENT STRUCTURE OF BELMONT GROSVENOR SCHOOL

HEALTH & SAFETY RESPOSNSIBILITIES



3. ARRANGEMENTS

Health and Safety Co-ordinator

The member of staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordinator) is the School Business Manager.

Fire and other Emergencies

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the Crisis Management procedures:

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headmistress, or in their absence their appointed deputy is informed immediately, and that where appropriate the emergency services are summoned. The Headmistress, appointed deputy or the Health & Safety Co-ordinator will then liaise with the emergency services when they arrive and take advice from them.

The person responsible for ensuring and supervising (where appropriate)	Person	Deputy
The controlled evacuation of people from the building or on the site to a place of safety	All staff	
Summoning the emergency services	All staff dependant upon Circumstances.	
That a roll call is taken at the assembly point	School BM/Caretaker	
That no one attempts to re-enter the building until the all clear is given by the emergency services	All staff	

Note: The priorities are as follows:

- **To ensure the safety of all persons, people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;**
- **To call the emergency services when appropriate**
- **To safeguard the premises and equipment, if this is possible without putting persons at risk.**
- **The overall aim is to save life, therefore evacuation is of paramount importance. The school operates a “flight not fight policy”. Staff are not expected to fight fire nor should they go back into an evacuated building until told it is safe to do so.**

The person responsible for arranging, recording and monitoring fire drills at least once per term is the Health and Safety Co-ordinator.

The competent person responsible for carrying out and updating the fire risk assessment for the premises is the Health and Safety Coordinator

Fire Prevention and Detection Equipment Arrangements

The person responsible for initiating the test of the following fire safety systems and completing the record sheets

SYSTEM	LOCATION OF TEST RECORDS	PERSON RESPONSIBLE
Fire Alarm	Maintenance Manager	Maintenance Manager

Emergency Lighting System	Maintenance Manager	Maintenance Manager
Smoke Detection System	Maintenance Manager	Maintenance Manager

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment is the Maintenance Manager
Short comings and problems should be reported to H&S Coordinator or the Maintenance Manager

The approved contractor responsible for conducting the annual test of fire fighting equipment, inspection and maintenance is: Peter Somerville, AMPS Tel No 01423 780482

Location of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT
<u>Water</u>	Boiler room in Uniform store
<u>Electricity</u>	Meter cupboard in room G16 (uniform Shop)
<u>Gas</u>	Meter block to the rear of Greenwood Building

Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnessed an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event. Accident books are held in the school office by the school secretary.

The person responsible for monitoring accidents and incidents to identify trends and patterns is: The Health and Safety Co-ordinator.

The person responsible for the reporting of injuries, diseases and dangerous occurrences in accordance with RIDDOR 1995 is: The Health and Safety Co-ordinator.

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

The following employees at Belmont Grosvenor School are first aiders who have been trained to First Aid at Work Level

The following employees at Belmont Grosvenor School are first aiders who have been trained to First Aid at Work Level

The person responsible for ensuring first aid qualifications are maintained is The Health & Safety Co-ordinator.

The following employees at Belmont Grosvenor School are first aiders who have been trained to First Aid at Work Level

NAME	LOCATION/EXTENSION	CERTIFICATE EXPIRY DATE
Helen Kernaghan	SBM Office Ext 22	January 2024
Gillian Furniss		April 2024
Jo Henderson	MTN Ext 39	April 2024
Darran Hawkyard	Ext 24	July 2023
Anita Oldham	Nidd Ext 31	January 2022

The following are employees who have completed PFA Training

NAME	CERTIFICATE EXPIRY DATE
PAEDIATRIC FIRST AID (PFA)	
Peter Baird (+AED)	October 2022
Charlotte Bartle (+AED)	October 2023
Sian de Gracia (+AED)	January 2022
Natalie Dixon (+AED)	November 2022
Frances Dugdale	December 2023
Steff Flanigan-Banks (+AED)	March 2022
Caroline Garnham (+AED)	March 2022
Sally Geldart	April 2024
Christopher Gray (Outdoor First Aid)	June 2024
Rebecca Gray	May 2024
Donna Griffiths (+AED)	October 2023
Chloe Hemingway (+AED)	December 2023
Jo Henderson (+AED)	March 2023
Millie Loveday	June 2024
Heather Partridge	April 2024
Ann Regan (+AED)	April 2022
Lucy Robinson	March 2022
Nicola Shillam	May 2024
Nick Wield	November 2021

First aid boxes are kept at the following points in the school:

LOCATION OF FIRST AID BOXES	FIRST AID RECORD BOOKS
School Office	School Office
Nidd Block	Nidd Block
Stables	Stables
Magic Tree Nursery	Magic Tree Nursery
Swimming Pool	Swimming Pool
Science Laboratory	
Both minibuses	

Each accident record sheet from the accident/first aid record books are to be forwarded to the Health and Safety Co-ordinator to ensure compliance with data protection regulations.

Travelling first aid boxes are held in the school office and it is the responsibility of the group leader to ensure that these are collected prior to any educational visit.

Use of first aid materials and deficiencies from the first aid boxes should be reported to the Health and Safety Co-ordinator. A termly check on the location and contents of all first aid boxes will be made by the Health and Safety Co-ordinator.

Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with Managing Medicines in Schools and Early Years Settings including keeping records of parental permission, keeping medicines secure, keeping records of administration is the School Business Manager or the Nursery Manager. There may be occasions when the pupils form teacher is required to carry out these duties.

Risk Assessment

The person responsible for carrying out a general survey of the school's activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments are produced and appropriately communicated is the Health and Safety Co-ordinator.

Maintenance of Site, Premises, House Keeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to the Health and Safety Co-ordinator.

Defective furniture should be taken out of use immediately and reported to the Maintenance Manager who will arrange for its replacement or repair.

House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

All staff are responsible for ensuring the good housekeeping of their own classroom, office, laboratories, art studios and related storage areas.

All members of staff are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to a member of the cleaning department who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substance or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

The person who should be contacted if circulation routes are obstructed by rubbish, or for the safe disposal of rubbish are the cleaning staff, either verbally or in writing in their jobs/request diary located in the school office.

Premises Security

The person responsible for unlocking all the buildings are the Maintenance staff. The school is locked each evening by either the Maintenance Staff or Duty Staff

Severe Weather

During periods of severe weather, arrangements for maintaining safe access and egress to and from and within the premises will be determined by the Maintenance Manager.

Health and Safety Training

The person responsible for drawing to the attention of all employees health and safety matters as part of their induction training is the Health and Safety Co-ordinator.

The person responsible for co-ordinating the provision of the health and safety training needs of all employees in consultation with the individual and their line manager is the Health and Safety Co-ordinator.

The person responsible for reviewing the effectiveness of training and for keeping records of training and certification of the use of hazardous machinery is the Health and Safety Co-ordinator.

Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection reporting is the Health and Safety Co-ordinator. A copy will be provided for the school Governors for consideration at their next meeting. The Health and Safety Coordinator is supported by the Magic Tree Manager and the MTN Health and Safety Officer. They carry out their own inspections and daily checks; as well as formulating Risk Assessments for EYFS.

The Health and Safety Co-ordinator will be responsible for ensuring that follow up action on the report is completed.

Work Equipment

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:

Ladders/Stepadders

Person responsible for selection, maintenance, training, supervision, safe use and risk assessment is	Maintenance Manager
---	---------------------

Manual Handling Equipment eg sack barrows, flat-bed trolleys

Person responsible for selection, maintenance, training, supervision, safe use and risk assessment is	Maintenance Manager
---	---------------------

Caretaking and Cleaning Equipment

This includes moving and handling equipment, powered cleaning equipment, power tools and hand tools.

Person responsible for selection, maintenance, training, supervision, safe use and risk assessment is	Maintenance Manager
---	---------------------

Grounds Maintenance Equipment

Includes tractors, tractor powered machinery, ride-on grass cutting equipment

Person responsible for selection, maintenance, training, supervision, safe use and risk assessment is	Maintenance Manager
---	---------------------

Portable Electrical Appliances

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is	The Health and Safety Co-ordinator
Person(s) responsible for carrying out formal visual inspection and testing is/are	External Contractor/Competent person

Staff must not bring onto the premises or use any portable electrical appliance unless they have been portable appliance tested. The person responsible for authorising their use on the premises is:	The Maintenance Manager
---	-------------------------

Laboratory Apparatus and Equipment

Person responsible for selection, maintenance, training, supervision, safe use and risk assessment is	Head of Science
Person(s) authorised to operate and use is/are	Head of Science

Design Technology and Art Equipment

Person responsible for selection, maintenance, training, supervision, safe use and risk assessment is	Head of Art/DT
Person(s) authorised to operate and use is/are	Head of Art/DT

Catering Equipment

Including cookers, food processors, potato peelers

Person responsible for selection, maintenance, training, supervision, safe use and risk assessment is	Catering Manager
Person(s) authorised to operate and use is/are	Catering Manager

PE Equipment

Person responsible for selection, maintenance, training, supervision, safe use and risk assessment is	PE Staff
Person(s) responsible for regular (daily) visual inspection is/are	PE Staff
Contractor responsible for annual full inspection and report is:	External Contractor /Competent Person

Outdoor Play Equipment and Play Areas

The outdoor play equipment is provided only for children who are members of the school under appropriate supervision

Person(s) responsible for regular (daily) visual inspection and to whom any faults should be reported immediately, and who will take it out of use if necessary is/are	Maintenance Manager & H&S Coordinator, Nursery Manager
--	--

Swimming Pools

The person responsible for ensuring that the pool is <ul style="list-style-type: none"> • Correctly and safely maintained • Regular inspections are carried out • Remedial action is taken or if necessary the pool is taken out of use 	Maintenance Manager
--	---------------------

<ul style="list-style-type: none"> • Appropriate records are kept • COSHH legislation is adhered to 	
The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision is:	Swimming Teacher & Maintenance Manager

Magic Tree Nursery

The person responsible for ensuring that all areas of the Magic Tree and EYFS is <ul style="list-style-type: none"> • Correctly and safely maintained • Regular inspections are carried out and daily check list completed and signed • Remedial action is taken • Appropriate records are kept • COSHH legislation is adhered to • Risk Assessments are undertaken 	Magic Tree Nursery Manager assisted by health and Safety Officer
---	--

Stage Lighting Equipment & Mobile Staging

Person(s) authorised to operate and use is/are	Maintenance Manager & Y6 teacher
--	----------------------------------

Pianos. Organs and Other Musical Instruments

Person(s) authorised to operate and use is/are	Maintenance Manager when moving equipment. Music staff daily use
--	---

Display Screen Equipment (DSE)

The competent person responsible for carrying out DSE risk assessments is:	The H& S Coordinator
The person responsible for implementing the requirements of the risk assessment is:	The H& S Coordinator

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE which they use

Hazardous Substances

The person responsible for undertaking and updating the COSHH risk assessments is the Health and Safety Co-ordinator.

Asbestos

The person responsible for making arrangements to deal with asbestos in compliance with legislation and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is the Health and Safety Co-ordinator.

Provision of Information

New employees will be informed of all relevant health and safety information as part of the induction process.

The health and safety notice board is sited in the staff room. The Health and Safety Co-ordinator is responsible for ensuring that the board is kept up to date.

The Health and Safety Law posters are located in the staff room of the main building and also Stables staffroom.

Visitors

On arrival at Belmont Grosvenor School all visitors should report to the school reception desk here they will be issued with an identification badge, sign the visitors book and be issued with any relevant health and safety information.

Any employee seeing an unidentified person should act in accordance with agreed procedures. See the Security & Lone Working policy.

Contractors

The person/persons responsible for the selection of contractors and vetting contractors health and safety policies, procedures, risk assessments, method statements, past health and safety performance and insurance cover is the School Business Manager and Headmistress

The person in control of the contractors whilst working on the school premises is the School Business Manager.

Supplies (Purchasing and deliveries)

The Governing Body will ensure that all equipment and material purchased for use in the school complies with current legislative requirements and standards.

Employees who order supplies must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils, visitors and others. They will also assess any revenue implications of the necessary maintenance of donated items.

Deliveries of goods will be reported to the school office. Administration staff will then arrange for them to be taken to the appropriate location.

Catering

The person responsible for monitoring the preparation of food, the nutritional standard of meals, and the maintenance of satisfactory hygiene standards is the Catering Manager.

The Catering Manager is responsible for liaising with the Environmental Health Officer.

Smoking

The Governing Body has prohibited smoking in the school including electronic cigarettes and in vehicles under its control.

Employees are not permitted to smoke in the buildings of Belmont Grosvenor School. Under no circumstances are employees (teaching and support staff) to smoke/vape in sight of the children. This will include visits, residential trips and whilst using school vehicles. The policy applies to all people who have business in the premises including employees, parents, contractors and other visitors.

All job applicants will be informed of the no smoking policy.

No smoking signs will be displayed in school wherever appropriate as determined by the fire risk assessment and in accordance with the Smoke Free legislation.

The DfES Guidance 'Health and Safety: Responsibility and Powers' has been consulted in writing this policy as well as ISBA.