YARDLEY WOOD COMMUNITY PRIMARY SCHOOL

Health & Safety Policy

Autumn 2026
To be reviewed autumn 2027

Health & Safety Policy

For

Yardley Wood Community Primary School

Yardley Wood Community Primary School places a high priority on health and safety and expects all staff and visitors to exercise their responsibilities in this respect. The overall day to day responsibility for health & safety lies with the Head Teacher but the responsibility for co-ordinating this is delegated to the School Business Manager, who will work with the Site Manager and Head Teacher in order to implement the policy and any strategies involved. All staff in school should be familiar with this policy, co-operate to implement its aims and procedures, and proactively ensure that health and safety remains a high priority within school.

This policy is to be read in conjunction with the Safeguarding Policy (and Child Protection Procedures), the Fire Safety Policy, the Supporting Children with Medical Needs Policy and the Security Policy.

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1. STATEMENT OF GENERAL POLICY

The Governing Body for Yardley Wood Community Primary School acknowledges and accepts its statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the school's premises or carrying out the school's business elsewhere.

This duty also extends 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 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

a. All persons employed at Yardley Wood Community Primary School whilst they are at work;

b. Persons other than Yardley Wood Community Primary School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Yardley Wood Community Primary School whilst they are at work.

1.2 To effectively achieve this, Yardley Wood Community Primary 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 Yardley Wood Community Primary School will adopt best practice safety policies, guidance and advice issued by BCC, and advice from Safety Services. Yardley Wood Community Primary 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.

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 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 Yardley Wood Community Primary 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.

2.2 Head Teacher

The Governors charge the Head Teacher, Ben Turner, with the day-to-day responsibility of managing and enforcing Yardley Wood Community Primary 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 Head Teacher will assume these responsibilities in the absence of the Head Teacher.

2.3 School Business Manager

The School Business Manager is appointed by the Head Teacher to assist in the day-to-day implementation of school safety. 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. Charlotte 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 initiate steps that ensure arrangements for health and safety at Yardley Wood Community Primary School conform to both current regulations and best-known practice.

2.4 Phase/SEN Leaders (Leaders)

The nature of the school's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. 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 inspected regularly to identify hazards and bring any concerns to the attention of the School Business Manager or 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 Business Manager's 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. H&S hazards should be reported on the H&S Hazard Reporting Form (see APPENDIX II). This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or School Business Manager. 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.

2.5 Classroom Teachers/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, Business Manager or BSM. 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. H&S hazards should be reported on the H&S Hazard Reporting Form (see APPENDIX II). 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/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.

2.6 Building Services Manager (BSM)

The BSM, 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 School Business Manager or Head Teacher. The BSM 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 Health and Safety Policy and arrangements.

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

The BSM will inspect specified designated areas regularly to identify hazards and will raise any concerns with the School Business Manager or Head Teacher. 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 Business Manager's 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 School Business Manager or Head Teacher. The BSM will 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.

2.7 All Other Staff (Non-Supervisory)

A vital role and responsibility for implementing Yardley Wood Community Primary School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the school's 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. H&S hazards should be reported on the H&S Hazard Reporting Form (see APPENDIX II). This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager.

3. ARRANGEMENTS

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

Where specialist knowledge is required under a Service Level Agreement (SLA) advice and support can be sought from Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety policy and/or Safety Services Safety web site for guidance on specific safety topics.

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

3.1 Safety Services – Schools - Policies for Safety

Useful information, guidance and policies can be viewed on the Schools' internal network for staff. Additional information may be obtained from the school's HR and Health & Safety service providers
Safety Services provide support and advice on email schoolsafety@birmingham.gov.uk

3.2 Staff Induction

All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are assigned a mentor who guides them through the induction process. A record of the induction process will be kept (see Appendix SI). Safety policies are available through the internal school network drive or the school website, or are available from the School Business Manager.

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. 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. In addition, it will be ensured that arrangements for staff training are undertaken and recorded, and procedures to be followed in the event of a fire emergency are set out.

All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in the School Business Manager's office.

3.4 Safeguarding/Security

The safeguarding Lead in school is Rosie Walls, AHT. At this school we are committed to the highest standards of safeguarding the children entrusted to our care. We aim to:

- create an atmosphere where our children can feel secure, valued and listened to;
- promote a caring, safe and positive environment within the school;
- Encourage self-esteem and self-assertiveness.

The school will undertake a review of security annually and through regular site safety sweeps. 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 or School Business Manager.

Supporting Pupils at School with Medical Needs

The Governing Body will ensure that the Supporting Pupils with Medical Needs policy is reviewed annually. This policy will incorporate arrangements requiring

that steps are taken to identify any consequential health & safety risk to staff or pupils in the support provided for pupils with medical needs. Where necessary, in consultation with relevant staff a specific risk assessment will be undertaken that will also identify relevant staff training needs.

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

3.5 Dynamic Risk Assessment

Following consultation with school staff, school leaders 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.

Risk assessments will be undertaken by competent persons and reviewed regularly.

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 School Business Manager or Head Teacher.

Premises 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 sweeping a designated safety zone within the school and findings will be recorded on a Safety Sweep checklist on a regular basis (ideally, termly).

Completed checklists will be handed to the Head teacher or School Business Manager 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 into a 'job list' and distributed to those people who are required to action them. Completed checklists along 'job list' documentation of any remedial action taken will be retained in a Safety Sweep folder held in the school office for future audit inspection.

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

3.6 Play Area 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 BSM 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 Head teacher or School Business Manager. Evidence will be recorded and filed the same as 3.5 above.

3.7 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.

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. Recorded approval/risk assessments will be passed onto a Line Manager for signature before commencing the task then filed for future staff reference and audit inspection.

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 6 months by the BSM and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use.

3.8 External Educational Visits

The Office Manager has been appointed and trained as Educational Visit Co-ordinator (EVC) and she works closely with the DHT in this respect. 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. Risk assessments must be completed at least 2 weeks prior to the visit taking place. 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 cooperation in control measures. The EVC is supported by the DHT.

3.9 Stress/Well-being

The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times**. The school buys into the Mental Health and Wellbeing service and this service is available to all staff.

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 who will if necessary seek external advice from School's Employee Relations provider, Occupational Health or other Service or external provider.

The School will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times**. The School adopts the Mental Health & Well-Being guidance as provided by Birmingham City Council. Support for staff is provided through BCC Employee Assist Programme.

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 who will if necessary seek external advice from Schools' Employee Relations Service or Health and well-being service on 0121 303 3358.

3.10 First Aid

A list of staff who have been appointed and trained as first-aiders is displayed around school. The Pastoral Team are 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.

3.11 Accident Reporting and Investigation

Accidents involving pupils will be recorded and copies kept in the main office, foundation stage and kitchen and will include an entry into a First Aid treatment book. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to Education Safety Services.

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

All A1 accidents will be investigated by the School Business Manager in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

3.12 Key Building Duty Holders

The main building duty holder for Yardley Wood Community Primary School is the Head Teacher and the following staff are appointed as Support Duty holders:

Fire	BSM
Asbestos	BSM
Legionella	BSM
Statutory Testing	BSM / SBM

3.13 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.

This arrangement will be closely monitored by BSM, Building Services Manager to ensure tests results are entered into the Property Log Book. A list will also be displayed in the BSM's Office showing the ongoing status of test compliance.

3.14 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 Education Safety Services Health & Safety:

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.

In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed.

The asbestos management arrangement will be reviewed annually.

The Duty Holder responsible for strict enforcement of this arrangement is the Head Teacher and, in his absence, the Deputy Head Teacher.

3.15 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.

Contractors will ensure all cleaning chemicals will be used 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 2002 (COSHH 2002).

NOTE: it is critically important that appropriate staff are formally trained to be aware of and understand the COSHH 2000 risk assessments. Where chemicals other than those listed are used then a supplier data sheet must be obtained and information processed into safe use to comply with COSHH.

3.16 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.13 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 the BSM.

3.17 Tools and equipment

All equipment will be properly stored to ensure no unauthorised or unsupervised use where there is a risk of harm. As part of the planning process for curriculum

activities that involve tools and equipment, Teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

3.18 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 must report to the school office who will contact either the BSM or Business Manager who will ensure appropriate Contractor School Rules and/or for the Contractor RA to be completed for larger jobs.

3.19 Cooperation Liaison with other site/tenants users

Schools can have other agencies/partners working within the school. Any third party use of the school premises must include the need for cooperation and liaison in the areas of include Security, Fire safety and First Aid. Any third party users of the school site should be made aware of the Fire Procedures and Security Policy.

3.20 Vehicle/Pedestrian Traffic

If there is any possibility of a conflict between people and traffic a risk assessment must be undertaken. On a day-to-day basis, there should be little sharing of areas by traffic and pedestrians as parents are encouraged to bring their children into school via the pedestrian entrances which are separated from the vehicular access by a fence.

3.21 Holiday Shut Down

The school may have deep cleans and refurbishment work 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. The contractors must have their own H&S arrangements in place and a designated member of staff to ensure compliance with the arrangements.

3.22 Safety Audit Arrangements

The School needs to determine when specific arrangements are audited. For some areas this may be twice a year others may be every 2/3 years or even self-audited by the procedures in place i.e. External Educational Visits.

3.23 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.

Autumn 2026

To be reviewed autumn 2027

Policy adopted by the Governing Board

Signed …… (Chair of Governing Board)

Date ……

APPENDIX 1 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	Head Teacher	School Business Manager /BSM
3.2 Staff Safety Induction	Head Teacher	School Business Manager
3.3 Fire Safety	Head Teacher	School Business Manager
3.4 Security Assessment	Head Teacher	School Business Manager /BSM
3.5 Supporting Pupils at School with Medical Needs	Head Teacher	Safeguarding Lead / Pastoral Manager
3.6 Safety Training	Head Teacher	School Business Manager /Safeguarding Lead
3.7 Dynamic Risk Assess	Head Teacher	School Business Manager /BSM
3.8 Good House Keeping Safety Sweeps	Head Teacher	School Business Manager /BSM
3.9 Grounds Safety Sweeps	Head Teacher	School Business Manager – BSM/Midday Supervisors
3.10 Working at Height	Head Teacher	School Business Manager /BSM
3.11 External Education Visits	Head Teacher	DHT
3.12 Stress/wellbeing	Head Teacher	School Business Manager / Line Managers
3.13 First Aid	Head Teacher	Pastoral Manager
3.14 Accident Reporting	Head Teacher	School Business Manager
3.15 Accident Investigation	Head Teacher	School Business Manager
3.16 Key Building Duty Holders	Head Teacher	BSM/Senior Cleaner
3.15 Statutory Testing	Head Teacher	School Business Manager /BSM
3.17 Asbestos Management	Head Teacher	School Business Manager /BSM
3.18 Substances Hazardous to Health	Head Teacher	School Business Manager /BSM
3.19 Electrical Equipment	Head Teacher	School Business Manager /BSM
3.20 Tools & Equipment	Head Teacher	BSM
3.21 Visitors & Contractors	Head Teacher	School Business Manager /BSM
3.22 Liaison with Other Site Users	Head Teacher	School Business Manager /BSM
3.23 Vehicle Pedestrian Traffic	Head Teacher	BSM
3.24 Holiday Shut Down Arrangements	Head Teacher	BSM
3.25 Safety Auditing	Governing Body	Head teacher/ School Business Manager
3.26 Safety Policy Review	Governing Body	Head teacher/ School Business Manager

APPENDIX 2

YARDLEY WOOD COMMUNITY PRIMARY SCHOOL

Health & Safety and Hazard Reporting Form

Nature of hazard:

_____

_____

_____

Location of hazard:

_____

Has an accident occurred as a result of this hazard?

Yes (please give details) ☐ **No** ☐
Include date

_____

_____

_____

Name of person filing report:

Date:

Date form received by School Business Manager ……Risk Rating: ……..

Reported to Site Manager ……..…….

Action taken ……..……..

By (name) …….

Date: ……..……

Signed …….. (Head Teacher)