Chilcote Primary School

Health and Safety Policy

Reviewed: September 2026

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1. Statement of general policy

The Governing Board of Chilcote Primary School recognises that the health, safety and welfare of all staff and pupils, whether on the school's 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 We 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 Chilcote Primary School whilst they are at work;

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

1.2 To effectively achieve this, Chilcote 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 Chilcote Primary 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. Chilcote 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 The Governors consider the best means of developing and progressing this policy, is to establish a Safety Advisory Group. The role of the Group will be to 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 relevant Accident forms
- 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 school's management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

2.2 Members of the Group shall include the following:

Debbie Doherty	Head Teacher
Identified personnel	PFI Service Provider/Transform/Equans
Kam Kaur	Site Manager
Stuart Jones	School Business Manager

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work.

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 roles and responsibilities. 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 the Head Teacher with the day-to-day responsibility of managing and implementing the Health and Safety 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.

2.5 Health and Safety Co-ordinator

The Site Manager, employed by Equans, together with the School Business Manager, is appointed to assist in the day-to-day implementation of the School safety plan.
The School Business Manager will lead induction with all new staff to ensure awareness of relevant health and safety matters, such as Fire Evacuation and Lockdown procedures.

All staff will ensure their designated zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher/Phase leader or Site Manager. Where significant hazards are identified, these will be acted upon as soon as possible thereafter to either eliminate or adequately control the risk. Relevant staff will be informed of any findings.

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 Site Manager. Phase 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 Board/Head Teacher.

2.6 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 or a member of the Safety Advisory Group.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken as above.

2.7 PFI Service Provider/Site Manager (SM)

The PFI Service Provider/SM 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 by the PFI Service Provider and in his job description or additional tasks as determined by arrangement with the Head Teacher.

The SM 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 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 SM will identify quickly areas that threaten the safety of himself, pupils or other members of staff.

The SM will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher/PFI Service Provider. 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. The Headteacher and School Business Manager 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 access to the hazard before reporting the matter to the Head Teacher or PFI Service Provider. The Site Manager 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.

2.8 All Other Staff

A vital role and responsibility for implementing Chilcote 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.

3. Arrangements

The Governing Body will ensure that those appointed and charged with responsibility for implementing Chilcote 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 Children's Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

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

3.1 Local Authority Policies for Safety

Useful information, guidance and policies can be accessed/viewed via the relevant LA team or service

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 in individual personnel files. Health and Safety related policies are accessible via Staff Common Drive Certain policies will require a signature to confirm the document has been read.

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 responsibility of this sits with Equans. 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 or electronically on the school system.

3.4 Safeguarding/Security

The school will undertake a review of security annually. This will be undertaken by the Headteacher and Site Manager with the help of other staff where appropriate. Findings will be recorded and progressed onto action plan of remedial measures, if required. 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 review process or considering changed responsibilities.

3.6 Risk Assessment

The Whole School Risk Assessment is reviewed at least annually or in the event of specific events which warrant additional reviews.

3.7 Premises housekeeping 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 on a continuous basis by the Site Manager and termly by the School Business Manager in conjunction with the Site Manager if possible.

Completed, checklists will be shared with a member of the Safety Advisory Group and shared at the termly Equans/school meetings 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/communicated to those people who are required to action them. Completed checklists along 'job list' documentation of any remedial action taken are documented on the PFI portal.

3.8 Premises safety sweep

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. Staff are reminded to report any issues immediately to the Site Manager, HT or School Business Manager.

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.

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

3.10 Agile working

Given the increased likelihood of staff being required to work from home (due to the current pandemic), school will provide its staff with relevant advice or information on creating optimal working conditions at home.

3.11 External Educational Visits

The Deputy Head has 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 or Lead teacher for the trip will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit to underpin their understanding and cooperation in control measures.

3.12 Stress/Well-being

The school adopts the Mental Well-Being Policy Guidance as recommended by the HR department at BCC and has also subscribes to the DfE Wellbeing Charter. 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**.

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 or a member of the Safety Advisory Group who will, if necessary, seek external advice from the Employee Relations Service. Staff can self-refer on 08000 285 148.

3.13 First Aid

Karen Wishart has been appointed and trained as first-aider and is responsible for ensuring that the appropriate facilities provided for first aid are maintained. The school reinforces the 1st Aid plan by providing periodic awareness training for all staff. There are additional first aiders and Paediatric First Aiders. Refer to training database for details.

3.14 Accident Reporting and Investigation

Accidents involving pupils will be recorded, entering relevant information into a 1st Aid treatment book. 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 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.

3.15 Key Building Duty Holders

The building duty holder/s for Chilcote School are:

Fire	Equans
Legionella	Equans
Statutory Testing	Equans

Duty Holders understand and have been fully trained to discharge their duties.

3.16 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 various item 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 the Site Manager/PFI Service Provider to ensure tests results are entered into the Property Log Book. A matrix will also be displayed showing the ongoing status of test compliance.

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.

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). It is critically important that appropriate staff are formally trained to be aware of and understand the COSHH 2002 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.

3.18 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 inspection 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 Safety Advisory Group. The school arranges for portable electrical equipment to be P.A.T tested annually.

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 younger pupils. Under supervision, sharper scissors may be used by older pupils.

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.

3.20 Visitors and Contractors

All visitors to the school must sign in and, if appropriate, be supervised by a member of the school staff at all times. Contractors, ahead of submitting and having had relevant documentation approved e.g. RAMS must report to the school office and liaise with the Site Manager/Headteacher/School Business Manager.

3.21 Cooperation Liaison with other site/tenants users

Schools can have other agencies/partners working within the school. The school is committed to ensuring that security, fire safety and first aid have been considered.

3.22 Vehicle/Pedestrian Traffic

If there is any possibility of a conflict between people and traffic a risk assessment must be undertaken. 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 may need to include corridors of time when vehicles do not move and in particular at the beginning and end of the school day.

Chilcote Close is a 'Car Free Street' zone. Parents are expected to comply with this initiative, for the benefit of the pupils' safety.

3.23 Holiday Shut Down

Many schools 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.

3.24 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. Such changes will be brought to attention of staff at the earliest possible opportunity.

Reviewed: September 2026