

Health and Safety Policy

Policy written April 2017 – Review date April 2018

1 Statement

- 1.1 Bradford Christian School recognises and accepts that every one of its employees, students and visitors to the school is entitled to a safe and healthy environment.
- 1.2 It is the intention of the Head Teacher (Mr Phill Moon) and Governing Body of Bradford Christian School that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.
- 1.3 The School Business Manager (Mrs Zeilah Chadwick) will raise awareness amongst employees, pupils and other site users of health and safety issues, and encourage good practice in housekeeping and activities.
- 1.4 The school Business Manager (Mrs Zeilah Chadwick) will take all reasonable precautions to protect people by reducing the risk both on and off the school site for pupils, employees, volunteers, visitors and contractors.
- 1.4 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The school's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.
- 1.5 Prompt and appropriate action will be taken in the event of a hazardous situation developing or an accident and emergency whether occurring on or off the school site for situations involving pupils, employees, volunteers, visitors and contractors whilst involved in a school activity.

2 Responsibilities

2.1 Responsibilities of the Governing Body

In discharging its responsibilities, the Governing Body will:

- a) Make itself familiar with the requirements of the appropriate legislation and codes of practice;
- b) Create and monitor a management structure for Health and Safety;
- c) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school, and, that it is implemented;
- d) Annually assess the effectiveness of the policy and ensure that any necessary changes are made; and

In particular, the Governing Body undertakes to ensure resources are available to the Head teacher to provide as far as is reasonably practicable:

- a) a safe place for all users of the site to work, including safe means of entry and exit;
- b) equipment and systems of work that are safe;
- c) safe arrangements for the handling, storage and transportation of articles and substances;
- d) safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance; (See Appendix 1)
- e) supervision, training and instruction so that all staff and students can perform their school related activities in a healthy and safe manner;
- f) provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.
- g) Identify and evaluate risks relating to possible accidents and incidents connected with school activities.

2.2 Responsibilities of the Head Teacher

The Head teacher (Mr Phill Moon) has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Head Teacher will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented and that the school fulfils its statutory obligations with respect to the health, safety and welfare of all staff, students and others. The Head has ultimate responsibility for Health and Safety of the school but will delegate the day to day running of Health and Safety to the School Business manager.

The Head teacher (Mr P. Moon) will be responsible for:

- a) Line managing the designated Health and Safety officer to ensure all relevant procedures are put in place and that they are implemented.
- b) Work in partnership with the designated Health and Safety officer to ensure the school is compliant in all areas
- c) Checking that regular reviews are taking place
- d) Ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within the school

2.3 Responsibilities of the Health & Safety Manager

The Head Teacher will designate a senior manager to be the School's Health and Safety (H&S) Manager. The H&S Manager (Mrs Zeilah Chadwick) will be responsible for the day to day implementation of the Health and Safety Policy and will be the designated contact with the Health & Safety Executive. She will:-

- a) Organise and ensure implementation of the regular health and safety checks that take place through the maintenance log. A mini Health & Safety tour to be completed weekly reviewing class Health & Safety Logs and a half termly in depth inspection.
- b) Carry out and monitor the building risk assessment done annually or whenever there is a major change.
- c) Appoint responsible persons to co-ordinate the actions of staff and pupils in the event of a fire.
- d) Ensure that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils.
- e) Consult with members of staff and others, where necessary on matters of implementation and review of this policy and any procedures contained herein.
- f) Appoint a person(s), or as the case may be, make full use of the services of the person(s) so appointed by the governors, competent to assist and advise on matters relating to statutory obligations under health and safety legislation as required by the provision of regulation (6) of the Management of Health and Safety at Work Regulations 1992. This person is Mr David Chadwick

Mr Chadwick's qualifications are:

- NEBOSH General Certificate, NEBOSH Fire training (national standard)
 - 15 years running and monitoring Health and Safety for the tribunal service in England, Wales and Scotland with responsibility for 206 buildings
 - Health and Safety internal audit training (British Standards Institute) - 4 years
- g) Take responsibility for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012 (RIDDOR). Report and investigate all accidents, injuries and 'near misses', in accordance with school procedures.
 - h) Ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users and persons exposed to the hazard.
 - i) Ensure that, where applicable, all statutory notices are displayed and the relevant registers kept up to date and available for inspection.

2.4 Responsibilities of Supervisory Staff (Mr M. Walker, Mrs N. Booth, Mrs A. Moon, Mrs J Mackenzie)

- a) All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
- b) In addition to the general duties that all members of staff have, they will be directly responsible to the H&S Manager for the implementation and operation of the School's Health and Safety Policy within their relevant departments and areas of responsibility.

- c) Responsibility for aspects of Health and Safety are written into the Job Descriptions of the school's supervisory staff.
- d) Supervisory staff will take a direct interest in the School's Health and Safety Policy and in ensuring that staff, students and others comply with its requirements.
- e) Identify and make arrangements for training all staff, including induction of new employees and where necessary, retraining of existing staff with respect to health and safety as and when the need arises in consultation with the designated Health and Safety Officer
- f) Work in partnership with the Health and Safety Officer to maintain a culture of Health and Safety around school by regularly referring to it in staff meetings

2.5 Responsibilities of all members of staff and volunteers

All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk. In particular, members of staff will:

- a) be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body;
- b) ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively; and areas are kept clear and tidy.
- c) see that all machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such, machinery and equipment;
- d) use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- e) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- f) report any defects in the premises, equipment and facilities that they observe to the H&S Manager; and
- g) take an active interest in promoting Health and Safety and suggest ways of reducing risks.
- h) to take reasonable care of their own and other's health and safety, following school policy and guidelines at all times.
- i) to co-operate with their employers and carry out activities in accordance with training and instructions.
- j) Where assigned to do so complete the weekly H&S inspection of their area and complete the H&S logs.
- k) Members of staff with specific responsibility, such as for visits or science activities will be responsible for maintaining good health and safety practices in these areas and for ensuring that all staff working within their area of responsibility are properly trained, having regard to the hazards of the activities involved and for advising the Head teacher of Bradford Christian School of any subsequent specialist requirements for the health and safety of staff or pupils.

3 Safety Education and Training

3.1 **Staff:** - All members of staff will be trained in relevant health and safety procedures at BCS. These include but are not limited to:

- a) Site security (including handling of fobs for entrance to the building)
- b) Fire procedures (including fire extinguishers)
- c) Manual handling
- d) Working at heights
- e) Pupil restraint (specific members of staff)
- f) Advanced fire training (specific members of staff)

3.2 **Students:** -the curriculum for Personal and Health Education (PSHE) and Citizenship will as appropriate address the issues of Health and Safety and Safeguarding. One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues. As appropriate these sessions will also cover safety in relation to science, information and communication technology(e-safety), and physical education.

4 Health and Safety Arrangements within Bradford Christian School

4.1 **Safeguarding** - Safeguarding at BCS is carried out in accordance with the government's statutory guidance, 'Keeping children safe in Education' Sept 2016. The Designated safeguarding lead is Mrs Zeilah Chadwick and the Deputy is Mr Phill Moon. Members of staff should direct any safeguarding concerns to Mrs Chadwick or in

her absence Mr Moon. A full policy on safeguarding is written and can be found in the policies file and on the BCS admin file on Google Drive. All staff will receive a copy of 'Keeping children safe in Education' Sept 2016, the school safeguarding policy and a copy of the pink form reporting a concern at induction.

4.2 Risk assessments

a) Building risk assessments

- The Health and Safety Officer is responsible for ensuring that risk assessments are carried out and reviewed, on an annual basis or when an area of the building changes significantly. The purpose of these assessments are to:
 - Identify hazards
 - Assess the nature and seriousness of the hazard and subsequent risks
 - Avoid risks by elimination
- Control any remaining risks by: -
 - selection of control measures
 - maintenance and use of controls
 - monitoring and surveillance
 - supervision, information, instruction & training
- Safety checks will be carried out by designated members of staff on a weekly basis. It is that member of staff's duty to report any risks to the health and safety officer.
- Weekly safety tours will be completed by the H&S manager to review logs completed by designated teachers. These tours will be reported in the H+S log.

b) Trips and visits - School trips and visits are an essential part of school life. Staff are encouraged to plan visits locally, nationally and internationally to enhance pupil experience at the school. When planning a trip or visit the member of staff in charge is responsible for the welfare, health and safety of all pupils and staff on the trip. A risk assessment must be carried out according to guidelines in our Trips and Visits policy.

c) Fire risk assessment - A fire risk assessment is undertaken in line with the Regulatory Reform (Fire Safety) Order 2005 S.I. 2005/1541 Section 9(1). This is reviewed: -

- whenever there is a major change (e.g. refurbishment or classroom move) or
- annually, whichever of the two come first.

a) Science risk assessment - Risk assessments are written for: -

- the general use of the science lab
- specific science experiments.

These are available in the files in the laboratory written and maintained by the science staff.

The science lab is available for use for students from Year 5 upwards although generally it will be Year 7 upwards that use it. The rules surrounding the use of the science lab are contained in a separate file which is kept in the lab. This file covers:

- Rules of lab use - Students are given a copy of the rules at the beginning of the year. A copy of these can be obtained from a file in the lab.
- Regulations surrounding storage and cycling of combustible or oxidising chemicals - The lab technician has a CLEAPSS file down in the science lab prep room which outlines procedures for cycling chemicals, storage and preparation of chemicals for experiments. This file can be accessed by request.
- Experiment risk assessments - A risk assessment is carried out for every experiment which can be accessed in the risk assessment file in the lab. These risk assessments cover the use of dangerous chemicals, equipment, Bunsen burners etc....
- Dealing with accidents – A first aid kit and spill kits are available in the lab in case of accidents.

e) COSHH - Materials and Hazardous Substances

The Health and Safety Officer's remit is to ensure the following:

The use of any material or substance within Bradford Christian School, a copy of the Bradford Christian School's Health & Safety Policy, and any risk assessments / method statements relevant to the work being performed by them will be subject to prior assessment and its consequent use will be in accordance with

any controls and training requirements identified and recorded as part of a COSHH programme, the details of which will be kept for reference. Bradford Christian School recognises the requirement as a result of COSHH (Control of Substances Hazardous to Health Regulations 1994) to:

- Undertake assessment of all hazardous materials with respect to usage and risk;
- Assemble comprehensive hazard data information;
- Instigate control measures through:
 - Hazard training records;
 - Hazard materials storage records;
 - Methods for the elimination/reduction of risk;
 - High standards of supervision;
 - Issue of Personal Protective Equipment (PPE) (only as a last resort).
 - Make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials.
 - Make arrangements for the issue and use of PPE, including checking, maintenance and training as appropriate.

COSHH Control of Substances Hazardous to Health. - What COSHH requires.

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| Step 1 | Assess the risk | Assess the risks to health from hazardous substances used in or created in the work place |
| Step 2 | Decide what precautions are needed | Do not carry out work that could expose employees to hazardous substances without first considering the risk and the necessary precautions |
| Step 3 | Prevent or adequately control exposure | Prevent exposure to hazardous substances. Where preventing exposure is not reasonably practical then adequate control measures need to be in place |
| Step 4 | Ensure that control measures are used and maintained | Ensure that control measures are used and maintained properly and that safety procedures are followed |
| Step 5 | Monitor the exposure | Monitor the exposure of employees to hazardous substances |
| Step 6 | Carry out appropriate health surveillance | Carry out appropriate health surveillance where assessment has shown this is necessary, or where COSHH sets specific requirements |
| Step 7 | Prepare plans and procedures to deal with accidents, incidents and emergencies | Prepare plans and procedures to deal with accidents, incidents and emergencies where necessary |
| Step 8 | Ensure employees are properly informed, trained and supervised | Provide employees with suitable and sufficient information, instruction and training |

- f) **PE risk assessment** - Before any activities are undertaken a risk assessment will be included in the planning file on the medium-term plan, carried out and appropriate control measures put into operation. Only those staff that have been appropriately trained will offer pupils the full range of P.E. activities.

- Staff will check that all equipment is in a safe working condition before engaging pupils in P.E. activities.
- Make sure that individual pupils are physically and medically able to participate before engaging pupils.
- All P.E. equipment will be stored in such a way so as to reduce any potential hazards that may occur from pupils gaining unauthorised access.
- All P.E stores will be arranged in such a way as to minimise possible manual handling injuries and be kept in a safe and tidy manner. Care will be taken to ensure that any access/egress routes are kept clear.
- All P.E. equipment will be checked regularly and any defective equipment removed from service until maintenance has been completed.
- Pupils are made aware of the need to do their own risk assessments
- Pupils' with long hair should tie it back and all jewellery should be removed.

4.3 **Maintenance**

Each room in the building and the outside areas has a weekly health and safety book. A designated individual working in that area will carry out a weekly check and log any problems in the file (e.g. lights out, lifted carpets, nails) then inform the Health & Safety officer via the classroom log. the Health and Safety Officer will on a weekly basis collate the comments in a mini tour and these will be transferred to the Site Maintenance Log and will mark them with a health and safety marker for completion. The jobs will be worked through by the caretaker with reference to the health and safety requirements.

4.4 **Break times and indoor break**

- **Primary** - Primary have three breaks through the day. One in the morning, one at lunch and one in the afternoon. Staff must take the following procedures:
 - Do not allow children to go outside until the designated persons on duty are out there.
 - Ensure all children wear coats where appropriate and report any continuance of students not bringing coats to school to the Head of Primary
 - Ensure there are two members of staff on duty at all times
 - If there is an injury the member of staff on duty is to send the child in supervised to the designated First Aider for that play time. If the injury is serious the member of staff should supervise the child going inside.
- **Indoor breaks** - In the event of poor weather conditions the staff member on duty should report to the Head of Primary or the next most senior person in the department who will make a final decision based on ensuring the safety of pupils or with the Health and Safety Officer if, for example, the playground is icy. If it is decided that there will be an indoor break, classes are to be supervised either by the class teacher or a teaching assistant who must ensure the class stays in good order while the students have time to enjoy their break.
- **Middle and Upper** have two breaks through the day. One in the morning and one at lunch. Staff must take following procedure:
 - One member of staff will be on duty in the playground
 - Should there be an incident the student is to be sent to the staffroom to seek medical treatment from a named First Aider.
 - The prefect team will assist the member of staff on duty by ensuring designated areas of the building are clear of students. A rota will be drawn up by the prefect team for the distribution of these duties.
- **Indoor break** - If the weather is deemed too poor for the students to go outside the member of staff on duty may bring the students into the hall where they shall remain until the break time is over. If the weather is hazardous the decision may be taken by the Health and Safety Officer to disallow students from going outside.
- **Safe use of outdoor equipment** - All access and use of the following areas, activities and equipment will be controlled through appropriate building risk assessments. Any 'control measures/procedures' resulting from these risk assessments will become part of this policy and will be adhered to at all times. Pupils will be reminded that while using the outdoor equipment and play areas that they should respect the needs of others and give them enough space, especially when making swinging movements. They should also be alerted to the need to recognise faulty equipment and report it immediately to their teacher who will log

the fault in their health and safety log which is then passed on to the site manager who will take appropriate action.

4.5 Fire Safety

The day to day responsibility for ensuring fire safety is complied with is that of the health and safety officer. The following documentation is available in the fire safety file and complies with the Fire Safety Regulatory Reform (Fire Safety) Order 2005 S.I. 2005/1541

- Evacuation plans posted in each classroom and communal area
- Fire safety notices posted with evacuation plans
- Relevant fire safety equipment (extinguishers and blankets) available at points around the site. These points are indicated on a map available in the fire safety file
- Alarm points checked and maintained on a regular basis. The fire alarm will be tested weekly from different points each Wednesday at 3.40 and records maintained.
- All emergency lighting will be tested six-monthly and records maintained.
- Fire drills are carried out once per half term with issues noted and acted upon
- Firefighting equipment maintained on an annual basis or whenever a problem arises
- Students, staff and visitors to site are made aware of safety regulations with regular drills and assemblies reviewed at the beginning of each school year. They are made aware of relevant door release points
- A fire risk assessment is available in the fire safety file which is reviewed annually or whenever a change occurs.

All relevant information relating to this can be found in the fire safety file in the head teacher's office.

4.6 Portable Appliance Testing

Portable Appliance Testing (PAT) is carried out on an annual basis during a school holiday so as not to cause disruption to school time. Each member of staff will be responsible for their area in gathering together any equipment that needs to be tested and leaving it for the tester to access.

All equipment over 1-year-old brought into BCS should be PAT tested. If staff bring in their own equipment provision will be made for them to have it tested prior to use.

4.7 Site Security

It is essential that all members of staff be aware of site security at all times. External doors should be kept closed and access to the building must only be granted after the appropriate signing in and out system is used.

a) Signing in and out for staff - Staff should sign in and out of the staff file each time they enter and leave the building. The file is kept in the reception area. An auxiliary file is kept in the DSP area for those staff to sign in and out.

b) Visitors signing in and out - A visitor to the site includes anyone such as contract workers, inspectors, people from other schools. It also includes temporary members of staff. They should sign in using the visitor book in reception. All visitors should be given and be displaying a badge when they are in the building. They must wear this badge around school at all times. They should also not be left alone with students unless the relevant DBS checks have been undertaken.

With the exception of open days when visitors to the school will be escorted around the school by Y10 and Y11 students in pairs. Students will be briefed beforehand and will have an agreed phrase or word to alert teaching staff if they are feeling uncomfortable.

In the main, contractors will complete work out of hours. However, if contractors are required to be in school during school hours they will be supervised by the nominated H+S rep or other suitable member of staff.

c) Security of the building - External doors of the building are fitted with mag lock security locks which can only be released by pressing the button and opened from the outside with a key fob. Each member of staff is issued with a key fob. They must not pass this on to anyone else or any of the students. Each class will have their own system for getting in and out of the building during the day. Members of staff should not use their fob to allow other unauthorised persons into the building. Members of staff are to be vigilant at

all times with regards to the security of the site. The external gate is to remain closed at all times. If a member of staff leaves the building via the external gate it is their responsibility to make sure it is closed and locked.

The following rules apply:

1. Don't swap fobs, they are programmed for you
 2. Staff, their children and prefects only allowed in school before the bell. If you see someone in school, send them out
 3. Don't let people in behind you. If you find someone at the door, then you should ask who they are here to see and if they have an appointment. Do not allow people to walk freely around the school, rather go and get the person they are here to see or take the person to them.
 4. Make sure doors close
 5. (Middle and Upper) If sending a student out of your class on an errand and they have to leave the building, ensure they are able to get back in by giving them your fob
 6. Do not wedge doors open and ensure students don't do the same
 7. Individual departments to sort their own system for break / lunchtimes
 8. In the event of a fire: first person to each door to press green emergency release button. This releases the door until it is reset by someone with a key (SLT).
 9. To exit the building normally press the release button once. You then have 5 seconds to push the door before it re-locks. **YOU DO NOT NEED TO HOLD THE RELEASE BUTTON.**
 10. Inform SLT immediately if you lose your fob as it will need to be deleted from the system.
 11. If you are in the porta-cabins when you leave, ensure all fire doors are closed across all three rooms to prevent unauthorised access.
- d) Procedures for beginning and ending the day** - A member of staff will be on duty in the big playground at the beginning of the day. When the bell goes that member of staff is responsible for closing the gate and ensuring the site is secure. Parents who are late will need to go to the front entrance where they will be allowed to enter and their lateness will be recorded. The small gate at the Early Years Foundation Stage entrance will remain open to allow for the flow of traffic to ease in and out. At 9am a member of staff will be responsible for locking that gate and ensuring security.

4.8 **Builders and contractors**

It is the school's policy that contractual work should not be carried out in the building during school time unless it is unavoidable. All contractors, delivery personnel, inspectors and other trades people will be expected to comply with the 'visitors' section of the policy and its arrangements. In addition, all contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities will be asked to provide written or other evidence of their competence to complete such work. In some instances, it will be necessary for the contractor to deposit a copy of the company's Health & Safety Policy, and any risk assessments / method statements relevant to the work being performed by them with the Head teacher, or the school agent i.e. Architects, in so far as the work may affect the staff and / or pupils of the school.

When a contractor is likely to disrupt the teaching of pupils then prior notice will be required before the work is commenced. When a contractor is likely to disrupt, hinder or work in conflict with any element of the school's emergency plan then prior notice will be required before the work is commenced. Certain activities carried out by contractors on site will require a 'permit to work'. This will include all work involving naked flame, electricity, gas, poisonous substances, structural repairs, working at height and construction plant and machinery.

Hot works - If contractors are required to do hot works in the building they must first fill out a hot works permit outlining their requirements for the work. This will be checked by the Health and Safety Officer and signed off before work commences.

4.9 **Accident Reporting and Investigating Procedures**

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

All accidents will be reported and recorded in accordance with appropriate regulations. All accidents in middle and upper school will be recorded in the Accident Book that is located in the Reception office. Accidents in Primary will be recorded in the individual accident books in classrooms.

Injuries to the head will be reported to the child's carer on a standard form kept in the reception office. Major incidents or "near accidents" involving personnel or property will be reported and logged on an incident report form. These will be kept in the office with the child's contact form. Parents will also be informed about accidents when considered appropriate by school staff.

The H&S Manager will ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. The H&S manager will ensure that appropriate training and refresher training is given to first aiders and a record will be kept. In addition, supplies of first aid material will be held at various locations throughout the School (staff room, DSP, Primary classes, science lab). These supplies should be checked on a regular basis by a qualified first-aider (Mr Chadwick) and records maintained.

Reporting of serious injuries to the LEA or Health and Safety Executive is the responsibility of the Health and Safety Officer following the protocol laid down by the Education Authority under the RIDDOR regulations (October 2013).

DEFINITIONS OF SPECIFIED MAJOR INJURY

- Any injury resulting in the person being admitted immediately into hospital for more than 24 hours
- Fracture to the skull or pelvis
- Fracture of any bone in the arm, wrist, leg or ankle (excluding any bone in the hand or foot)
- Amputation of the finger, thumb or toe (Or any part thereof if the joint or bone is completely severed)
- The loss of sight in an eye. Or a penetration injury to the eye. Or a chemical or hot metal burn to the eye.
- Injury or loss of consciousness requiring medical treatment resulting from an electric shock
- Loss of consciousness resulting from lack of oxygen.
- Acute illness requiring medical treatment resulting from absorption, inhalation or ingestion of any substance
- Acute illness requiring medical treatment from exposure to a pathogen or infected material

4.10 Medication

The school recognises that there are no general contractual requirements for any teacher to administer medication to a pupil. The school will undertake to administer medication under the following conditions: -

- The persons/teachers willing to administer medication to pupils are qualified first aiders or appropriately trained staff.
- The person shall be appropriately trained and qualified to undertake the task and have access to qualified medical advice when needed.
- Suitable and sufficient records will be kept with regards to the following: -
 - Medication received
 - Medication issued
- All medications shall be stored in a suitably approved, locked drugs cabinet in the cupboard in the medical room or when appropriate in the fridge in the staffroom. All medications will be suitably labelled with the contents, dosage, and frequency of administration, duration of course, date of prescription and pupil's name.

Administration of medicine to a Middle or Upper School student - If a child in Middle or Upper School requires medication their consent form at the front of their planners must be signed before medication can be administered. Once this has been checked the person administering the medication must make a note in the students' planner saying they have given them the medication.

4.11 Personal Protective Equipment (P.P.E)

Protective clothing and equipment will be issued and used whenever processes and systems in school present a hazard which cannot be satisfactorily controlled by other reasonably practicable means, or where it is required by certain specific legislation.

- It is recognised that certain processes and the use of certain substances within the Bradford Christian School activities will necessitate the use of personal protective equipment.
- Where statutory provision or detailed assessment of the task or substance involved indicates that such PPE will be required then the Head teacher of Bradford School will ensure that it is made available.
- All PPE used will be of a type approved for the purpose and conform to the relevant British or European standards.
- All PPE will be regularly inspected and kept in good order.
- It is the responsibility of all staff and pupils to wear such PPE as required, to use it in the proper manner, and report any defects immediately.
- Records of the issue and maintenance of all PPE will be kept and its use monitored as part of the on-going risk assessment process.

Eye Protection - It is a statutory requirement under the Personal Protective Equipment Regulations 1992 to wear eye protection when an assessment shows that a risk of injury, which cannot be otherwise eliminated, exists. Staff and pupils (as indicated) will wear eye protection when involved in any of the following operations:

- Using or dispensing liquids, which could cause injury;
- When breaking, cutting, dressing, carving, stone, metal and glass;
- Any other process involving the production of fine particles;
- Any work which involves the use of sharp pointed materials.
- Pupils may be required to wear eye protection for certain tasks in Design Technology
- Eye protectors must be readily available, well maintained and conform to EC standards

Gloves - Suitable hand protection shall be worn whenever the relevant risk assessment indicates e.g. rubber gloves will be worn when washing items in hot water or when using certain cleaning agents. Kitchen staff will have access to a variety of gloves for carrying out tasks in the kitchen

Ribbed or similar gloves will be used when a risk of injury from the handling of sharp or abrasive objects is present.

Protective Clothing - Appropriate protective clothing will be worn by staff involved in activities which could lead to entanglement, be subject to harmful liquid spillages, or high temperatures including naked flames. In areas exposed to high temperatures and naked flames, overalls will be of an appropriate type of material. Protective clothing made from synthetic fibres will not be used unless supplied specifically for the purpose. During food based activities aprons/overalls will be made from synthetic, 'wipe down' materials.

Wet processes will require aprons/overalls made from water resistant materials (PVC).

Children's aprons and overalls will be cleaned regularly. This is the class teacher's responsibility.

The premises manager and certain other caretaking staff will be required to wear protective shoes whenever the activity involves lifting and moving of heavy items.

All relevant staff and pupils must be trained in the correct selection, wearing and use of P.P.E.

4.12 Use of School Minibus

The minibus will be checked each week as part of the weekly H&S checking regime by the school caretaker and the results of the check maintained in a log.

Users of minibuses must be aware of and observe the following requirements:

- the driver must have a current licence and not been involved in any accident for the past five years,
- be aged 25 years or over and hold a full licence in Group 'A' D1 or PSV;
- drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence;
- only one person per seat is to be carried;
- seat belts are to be worn by all passengers and the driver at all times;
- the driver at the time when an offence was committed is responsible for the payment of fines incurred;
- the driver will follow the EU Driver's Hours Rules with regards to rest periods and hours of driving (see below)
- On every trip that includes students; two members of staff should be present
- A qualified/competent first aider must accompany passengers who use the mini – bus on journeys and a first aid kit must be carried on the bus.

EU Driver's Hours Rules

- Definition of a rest break - Any period that a driver is freely able to dispose of his time, when not working during employment or carrying out other work, for a period of at least 1 hour.
- Daily driving limits not to exceed 10 hours (and applies to time spent at the wheel actually driving).

- Daily duty limit of 16 hours (including rest breaks).
- Maximum continuous driving time of either 5.5 hours followed by a break of 30 minutes; or 8.5 hours (to include a break of 45 minutes) followed by a 30 minutes break.
- Minimum rest period of 10 hours between working days, which can be reduced to 8.5 on not more than 3 days per week.
- Minimum period of 24 hours' rest is required between any two consecutive weeks.

4.13 Performances and events

For certain events and activities involving members of the public the school will:

- establish whether any specific health & safety requirements exist appertaining to said activity or event;
- act upon any appropriate recommendations in the light of the above: for all activities requiring these arrangements a suitable and sufficient risk assessment will be carried out and the appropriate enforcing agencies notified.

Video and photography of children will be subject to the school's photography policy. Teachers are aware of pupils who are not to be photographed. This information is gathered in the partnership agreement and is kept on a school office computer.

4.14 Control of Legionella

Bradford Christian School will use control measures to reduce the level of risk to those using the building by:

- Avoiding water temperatures between 20C and 45C and conditions that favour the growth of legionella and other organisms.
- Avoid water stagnation
- Avoid use of materials that harbour bacteria.
- Control the release of water spray
- Maintain the cleanliness of the system and water in it.
- Use water treatment techniques if appropriate.
- Take action to ensure the safe operation and maintenance of the water system
- Complete an annual test of the water supply to ensure it does not harbour the legionella bacteria.

A log will be maintained detailing the checks, and will be retained for a minimum of five years.

4.15 Gas Testing

All Gas appliances within Bradford Christian School will be tested annually by an external contractor for safety in accordance with the Gas Safety (Installation and use) Regulations 1998.

Safety checks will be retained for a minimum of 2 years and will be kept in the School Health and Safety folder.

4.16 Asbestos register & management plan

In accordance with the Control of Asbestos Regulations 2012, the school has assessed the likely hood of asbestos within the building and made note of the possible locations of the substances. Where those locations are accessible notices have been put up indicating the possible presence of asbestos and access to these areas is restricted.

As required by the legislation a map of the school indicating possible areas containing asbestos is held in the H&S file, and an annual inspection log is completed for the two areas of accessible potential asbestos to assess condition.

4.17 Fixed wire testing

Fixed Wire Testing is carried out every five years during a school holiday so as not to cause disruption to school time. An external contractor will be appointed to complete the test and the test certificate will be kept in the health and safety folder as a record.

5 References

Many documents have been referenced in the compilation of this policy. These documents are referenced below and in Appendix 1.

- HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/risk/controlling-risks.htm>
- HSE A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg163.htm>
- Health and safety advice for schools: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- DfE Health and Safety of Students on Educational Visits: A Good Practice Guide
<https://www.ase.org.uk/documents/p1340ahspv/p1.3-4.0a-hspv.pdf>
- DfE/DH Supporting Students with Medical Needs: A Good Practice Guide:
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
- The Health and Safety at Work etc. Act 1974.: <http://www.hse.gov.uk/legislation/hswa.htm>
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) :
<http://www.hse.gov.uk/riddor/>
- Keeping children safe in Education' Sept 2016: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Regulatory Reform (Fire Safety) Order 2005 S.I. 2005/1541 Section 9(1):
www.legislation.gov.uk/ukxi/2005/1541/contents/made
- Fire risk assessments for schools: <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>
- Personal Protective Equipment Regulations 1992: <http://www.hse.gov.uk/toolbox/ppe.htm>
- Gas Safety (Installation and use) Regulations 1998.:
<http://www.legislation.gov.uk/ukxi/1998/2451/contents/made>
- Control of Asbestos Regulations 2012: <http://www.hse.gov.uk/asbestos/regulations.htm>

Reference Section

PART 3 of EDUCATION, ENGLAND - The Education (Independent School Standards) Regulations 2014

Welfare, health and safety of pupils

6. The standards about the welfare, health and safety of pupils at the school are those contained in this Part.
7. The standard in this paragraph is met if the proprietor ensures that—
 - (a) arrangements are made to safeguard and promote the welfare of pupils at the school; and
 - (b) such arrangements have regard to any guidance issued by the Secretary of State.
8. Where section 87(1) of the 1989 Act(a) applies in relation to a school the standard in this paragraph is met if the proprietor ensures that—
 - (a) arrangements are made to safeguard and promote the welfare of boarders while they are accommodated at the school; and
 - (b) such arrangements have regard to the National Minimum Standards for Boarding Schools or, where applicable, the National Minimum Standards for Residential Special Schools or the National Minimum Standards for Accommodation of Students under Eighteen by Further Education Colleges.
9. The standard in this paragraph is met if the proprietor promotes good behaviour amongst pupils by ensuring that—
 - (a) a written behaviour policy is drawn up that, amongst other matters, sets out the sanctions to be adopted in the event of pupil misbehaviour;
 - (b) the policy is implemented effectively; and
 - (c) a record is kept of the sanctions imposed upon pupils for serious misbehaviour.
10. The standard in this paragraph is met if the proprietor ensures that bullying at the school is prevented in so far as reasonably practicable, by the drawing up and implementation of an effective anti-bullying strategy.
11. The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.
12. The standard in this paragraph is met if the proprietor ensures compliance with the Regulatory Reform (Fire Safety) Order 2005(b).
13. The standard in this paragraph is met if the proprietor ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy.
14. The standard in this paragraph is met if the proprietor ensures that pupils are properly supervised through the appropriate deployment of school staff.
15. The standard in this paragraph is met if the proprietor ensures that an admission and attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006(c).
16. The standard in this paragraph is met if the proprietor ensures that—
 - (a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
 - (a) Section 87(1) was amended by section 105 of the Care Standards Act 2000 (c.41) and section 1A was inserted by section 43 of the 2011 Act.
 - (b) S.I. 2005/1541, to which there are amendments not relevant to these Regulations.
 - (c) S.I. 2006/1751, to which there are amendments not relevant to these Regulations.
 - (b) appropriate action is taken to reduce risks that are identified.