Park Hill Primary School
Policy for Health and Safety

PARK HILL PRIMARY SCHOOL
'We aim to bring out the best in everyone.'

Adopted: 10/26
Review date : October 2027

Health & Safety Policy

Our school staff work with parents and pupils to ensure our children enjoy learning. We are proud of their achievements. We aim to provide a high quality education in a safe school environment to ensure our children develop academically, socially and emotionally.

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1. STATEMENT OF GENERAL POLICY

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

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

a. All persons employed at Park Hill Primary School whilst they are at work;

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

1.2 To effectively achieve this, Park Hill 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 Park Hill 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. Park Hill 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. The policy works alongside the Risk Assessment and Implementation plan which is based on guidance from DFE and PHE on the Covid 19 epidemic 2020.

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.**

In April 2026, City of Birmingham School co-located to part of the school site, with the Moseley Heath campus. BCC facilitated the drawing up of a Shared-Use agreement which details the separation of responsibilities and duties in terms of maintenance, safeguarding and Health and Safety. Leadership at each school – including governors – have responsibility for the site occupied by their respective pupils.

2.1 The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a 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 Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

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

2.2 Members of the Group shall include the following:

Kalsom Khan	Head Teacher
Rich Malcolm	Deputy Head
Paul Richards	Building Services Supervisor
Saffiha Rehm-Ali	Senior Office Manager

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Group members will be confirmed at the first full Governing Body meeting of the academic year. The Group will meet each term and more often at the request of one Group member, the Head Teacher or the Governing body.

2.3 Supervisory 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 carryout 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 Park Hill 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.

2.4 Head Teacher

The Governors charge Head Teacher, Kalsom Khan, with the day-to-day responsibility of managing and enforcing Park Hill 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. Liaison and co-ordination with Moseley Heath Campus on Health and Safety matters will take place regularly to ensure that compliance and good practice is followed by both schools.

The Deputy Head Teacher, Rich Malcolm, will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Coordinator/Office Manager

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

2.6 SEN Leader/SLT

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 Head Teacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

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

2.7 Classroom Teachers

Will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager and/or the Safety Co-ordinator. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members i.e. Teaching Assistants under their charge will be informed of any findings that will also be recorded and filed in the school office for audit inspection

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

2.8 Building Services Supervisor (BSS)

The Building Services Supervisor, has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The BSS is also responsible for the supervision of cleaning staff, materials and any equipment they use. He/she 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 Building Services Manager will identify quickly areas that threaten the safety of himself, pupils or other members of staff.

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

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

2.9 Non-Supervisory Staff

The final level of responsibility for implementing Park Hill Primary School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the schools managers and

comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

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

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

2.10 Moseley Heath Campus

The Head Teacher, Nia Brennan, has the day-to-day responsibility of managing and enforcing Moseley Heath Campus's Health and Safety at Work Policy. Liaison and co-ordination with Park Hill on Health and Safety matters will take place regularly to ensure that compliance and good practice is followed by both schools.

3. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Park Hill Primary 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.

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

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

3.1 BCC & Directorate Policies for safety

Useful information, guidance and policies are contained in the schools Safety Manual or can be viewed on Children's Safety Services on e briefing (search box – school safety) the BGfL website also contains contact names, numbers and email addresses for all members of Children's Services Safety Team who can be contacted for advice.

3.2 Staff Induction

All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are assigned a mentor responsible for guiding them through the induction process. A record of the induction process is kept in the school Induction File. The school's induction process covers emergency evacuation, first aid, asbestos (where this is identified on site and reporting procedures in the event of damage) and safe work instructions applied throughout the school.

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. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in main office.

3.4 Safeguarding/Security

The school carries out an annual review of security. This is undertaken by the Safety Advisory Group. Findings are recorded and progressed onto action plan of remedial measures. Staff and pupils are 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 in light of changed responsibilities.

3.6 Premises Safety Sweeps

These safety sweeps are carried out on a continuous basis so that physical type hazards are identified as soon as possible. This is achieved by staff teams sweeping a designated safety zone within the school and record findings on a checklist. These sweeps are carried out once each term.

Completed checklists are passed to a line manager. Where necessary the line manager takes appropriate action to comply with their delegated responsibilities to address any safety concerns raised.

Checklists along with any documentation – such as details of any remedial action taken are filed in a Premises Log held in the school office for future audit inspection.

These arrangements will be closely monitored and checklists inspected annually by the BSS. Any repeated concerns will be brought to the attention of the Safety Advisory Group.
Any failure to comply with these arrangements will be brought to immediate attention of the Head Teacher for resolution.

3.7 Grounds Safety Sweeps

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 Building Services Supervisor sweeping designated safety zones within the school grounds. Completed checklists will be passed to the BSM's line manager to sign off and where necessary take appropriate action to comply with delegated responsibilities to address any safety concerns raised.

Checklists along with any documentation – such details of any remedial action taken will be filed away into a Premises Log (Grounds Sweeps) held in the school office for future audit inspection.

3.8 Working at Height

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 we have identified such work at height tasks as follows:

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

Risk assessments are carried out by a Senior Member of staff and the member of staff carrying out the work. Risk assessments are then signed off by the latter and then filed for future staff reference and audit inspection.

All relevant staff are notified formally of the risk assessment findings.
All new and temporary staff are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment is fully inspected every 6 months by the BSS and a record retained. Authorised staff are instructed on procedures to visually check access equipment before use. This arrangement will be monitored annually by the Safety Advisory Group

3.9 External Educational Visits

Rich Malcolm 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 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.

3.10 **Stress/Well-being**

The school actively endeavours to support any member of staff experiencing anxiety or stress even though this may not be work related. A strict need to know confidence is observed at all times.

Any member of staff who considers their well-being is being compromised due to work related pressures is encouraged to raise concerns with their line manager or a member of the Safety Advisory Group. If necessary, external advice will be sought from Children's Employee Relations Service.

3.11 First Aid

Kerry King, Ahsan Khan, Sharon Morris and Nazia Ibrar have been appointed and trained as first-aiders. Kalsom Khan, the Head Teacher, is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained.

The Head Teacher has a responsibility to ensure that all first aiders are known by name and location throughout the school day.

The school supports and trains staff in Allergy Management and Asthma Management.

3.12 Accident Reporting and Investigation

Accidents involving any pupil are recorded and copies kept in the main office. These incidents will also include an entry into a 1st Aid treatment book. Serious accidents involving pupils are also recorded on the online Accident Form then sent to CYPF Safety Services.

Accidents involving staff contracted to work on the school premises i.e. cleaning and catering staff, will also be recorded..

All accidents involving staff are reported and recorded on the online Accident form and sent to CYPF Safety Services.

All reported accidents are investigated by a member of the Safety Advisory Group (other staff may need to be co-opted) in order to establish facts. Where necessary the risk assessment and

procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

The school recognises that **Near Miss reporting** complete with an investigation and preventative action, reduces the number of accidents on site. Near Miss Reporting Forms and Guidance form part of this safety arrangement.

3.13 Statutory Testing

The school recognises the Head Teacher as the Responsible Person retaining the overall responsibility to use due diligence to manage the testing of plant and equipment.
Head Teacher Kalsom Khan, the Office manager and the Building Services Supervisor will ensure that all statutory tests are completed and that records of these checks are kept in the Property Maintenance Log Book.

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 Children's Services Health & Safety: **Asbestos 2006**.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric of the building unless authorised to so and having regard to the asbestos guidance.

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.

Contractors will be made aware of the Asbestos Management Survey and this policy and requested to ensure 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 of the building is disturbed a 'Permit to Work' system is employed.

The Duty Holder responsible for strict enforcement of this arrangement is Head Teacher Kalsom Khan and in her absence Deputy Head Teacher, Rich Malcolm.

3.15 Substances Hazardous to Health

All cleaning chemicals are used and stored in accordance with manufacturer's safety advice and instructions.

The Building Services Supervisor and contractors employed to clean in school ensure cleaning chemicals are used and stored to comply with suppliers Material Safety Data Sheets. These are subjected to a detailed risk assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002). These risk assessments are reviewed annually or when cleaning products change. Records are stored in the school office and the cleaner store area. All cleaning chemicals are securely locked away.

We do not purchase any substances for use in class that are harmful. However, we recognise that even harmless substances can pose a risk to safety and health. We consider the level of supervision in class is adequate to prevent misuse.

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 a member of the Safety Advisory Group.

3.17 Tools and equipment

Tools and equipment used in classrooms are properly stored to ensure no unauthorised or unsupervised use. Only rounded blunt scissors will be used by pupils.

As part of the planning process for curriculum activities that involve tools and equipment, teaching staff 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 strengthen their understanding, cooperation and ownership in control measures.

Other tools used by caretaking and teaching staff are subject to visual inspection before use. Problems are reported to Kalsom Khan when action can be taken to replace damaged tools and equipment. All tools are stored in lockable areas to prevent pupil access.

3.18 Visitors and Contractors

All visitors to the school sign in and are supervised by a member of the school staff at all times.
Visitors sign out before they leave the school premises.
Contractors also report to the school office staff who will contact the Building Services Supervisor.
All contractors are required to wear an identity pass and sign in before entering the premises.
The school expects contractors to adhere to site specific rules issued before work commences.

3.19 Cooperation Liaison with other site/tenants users

City Serve provide our school meals and work in the school kitchen.
The school provides and maintains equipment used and under statutory testing requirements, ensures utilities i.e. gas and electrical systems are protected.
The school recognises a duty of care towards these members of staff. To this end, the catering staff form a part of our emergency evacuation procedures and call on the school to provide first aid facilities in the case of a serious injury.
The school also applies the same duty of care to our cleaning staff.
City Serve have provided their health and safety policy for inspection and issue updates as and when there are significant changes.

3.20 Vehicle/Pedestrian Traffic

The school provides a safe pedestrian route into and out of school for parents, visitors and children.
All vehicles enter the site via gates from the road. The school car park and driveways are not accessed by children.
Pedestrians have a designated and separate route and gate.

We consider these arrangements sufficient to prevent harm.

Moseley Heath Campus use the driveway for pedestrian and vehicular access. They are responsible for the safety of users.

3.21 Holiday Shut Down

Contractor (building, maintenance etc) works are usually carried out during school closure periods to ensure pupil and staff safety.
The school employs competent contractors and work is monitored by the Building Services Supervisor.
Cleaning contractors are competent workers, trained in all aspects of cleaning. Training records are available to the school.
During 'holiday cleans' more detailed work is carried out such as working at height (from ladders) and lifting and manoeuvring.
Our Building Services Supervisor is trained to a high standard in matters of health and safety in the workplace and has worked with the school to identify any risks to his safety and health in the work he is expected to complete.

3.22 Play Equipment/Playgrounds

All inside school play equipment is subject to routine daily visual inspections by teaching staff. These inspections identify damage likely to cause harm. Any defects are reported and replacement equipment provided.
Outside play equipment is also inspected routinely on a daily basis by the BSS, lunchtime supervisors and teaching staff. These inspections ensure this play equipment is structurally sound and firm in its foundations. Loose fill areas around this equipment is raked and topped up as required. Soft play areas around play equipment are checked to make sure they are sound. Both areas are also inspected for matter likely to cause injury.

Each term, more detailed inspections are carried out to take into account weathering and wear and tear. Records of these inspections are kept in the school office.

Each year, an inspection is carried out by competent persons to certify the integrity of outside play equipment. Records of these inspections are kept in the school office.

3.23 Safety Audit Arrangements

The school considers an annual audit of these safety arrangements to be sufficient.

3.24 Policy Review Date

This policy will be reviewed annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended with immediate effect. Such changes will be brought to attention of all staff at the earliest possible opportunity.

Park Hill Primary School
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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	Head teacher, Deputy Head teacher
3.2 Staff Safety Induction	Head teacher	Head teacher
3.3 Fire Safety	Head teacher	All staff
3.4 Security Assessment	Buildings group	All staff
3.5 Safety Training	Head teacher	All staff
3.6 Dynamic Risk Ass	Buildings Group	All staff
3.7 Good House Keeping Safety Sweeps	Building Services Supervisor	All staff
3.8 Grounds Safety Sweeps	Building Services Supervisor	
3.9 Working at Height	Head teacher	All staff
3.10 External Education Visits	EVC	All staff
3.11 Stress/wellbeing	Head teacher	All staff
3.12 First Aid	Head teacher	Trained first aiders
3.13 Accident Reporting	Head teacher	All staff
3.13 Accident Investigation	Head teacher	Safety co-ordinator
3.14 Statutory Testing	Head teacher, Senior Office manager, BSS	Safety co-ordinator
3.15 Asbestos Management	Head teacher	Safety co-ordinator
3.16 Substances Hazardous to Health	Head teacher	Safety co-ordinator
3.17 Electrical Equipment	Head teacher, BSS	Safety co-ordinator
3.18 Tools & Equipment	BSS	All
3.19 Visitors & Contractors	Head teacher	ALL
3.20 Liaison with Other Site Users	Head teacher, Senior Office manager, BSS	Senior Office Manager
3.21 Vehicle/Pedestrian Traffic	BSS	All
3.22 Holiday Shut Down Arrangements	Head teacher	BSS
3.23 Safety Auditing	Governing Body	Safety Group
3.24 Safety Policy Review	Governing Body	Safety Group