



# Health & Safety Policy

Balfour Primary School

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## 1. General Policy Statement

The headteacher and governors of Balfour Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the headteacher and governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The headteacher and governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved, **as far as reasonably practicable**, by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the headteacher and governors will ensure compliance with policy and guidance produced by Brighton and Hove City Council.

The headteacher and governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy and remain safe.

It is the intention of the headteacher and governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

Signed \_\_\_\_\_ Headteacher Date \_\_\_\_\_

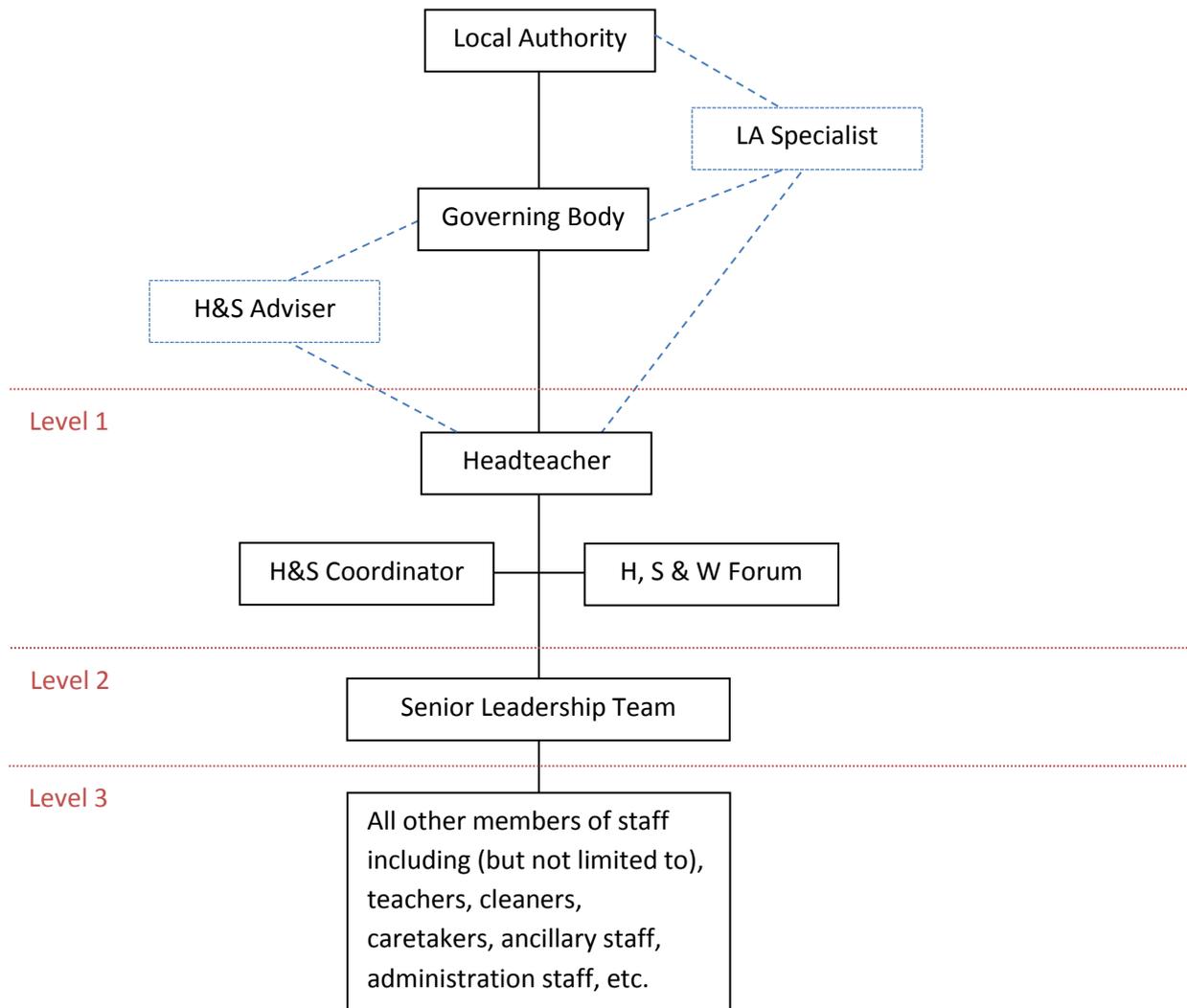
Signed \_\_\_\_\_ Headteacher Date \_\_\_\_\_

Signed \_\_\_\_\_ Headteacher Date \_\_\_\_\_



## 2. Organisation within the School to meet the requirements of the General Policy Statement.

Ultimately the responsibility for all School organisation and activity rests by definition, with the Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.





### 3. Safety Responsibilities of Groups and Individuals

#### 3.1 All staff

All staff have a responsibility for H&S within the school. If a member of staff spots a concern they should deal with it immediately and then report the concern and the corrective actions to the H&S Coordinator. If they are unable to deal with it immediately themselves (for instance, if dealing with the concern would put themselves or someone else in danger) they must instead report it immediately.

#### 3.2 The Governing Body

The Governing Body in its role as controller of premises will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with Sections 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- a) Ensure that the Local Authority's Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents;
- b) Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections and risk assessments), reactive monitoring (accident/incident investigation) and for rectifying identified faults within the School;
- c) Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- d) Receive updates on the school development plan for health and safety at each governor meeting with an E&P focus from the Health and Safety Coordinator/ Health and Safety Governor/ sub-committee in order to enable the Governing body to monitor the adequacy of arrangements and take any action necessary;
- e) To consider information, statistics and reports relating to health, safety and welfare matters;
- f) To consider and make recommendations regarding individual health and safety issues which have not been resolved at management level;

#### 3.3 Headteacher

The Headteacher has overall responsibility for safety policy, organisation and arrangements throughout the School and will:

- a) Provide liaison with Inspectors and outside bodies concerned with safety and health: Local Authority, Department for Children, Schools and Families (DCFS) (previously DfES) and the Health and Safety Executive (HSE) with regard to safety aspects;
- b) Budget for safety and health matters;
- c) Review this policy annually and when significant changes occur within the organisation of the school;
- d) Develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
- e) Ensure health and safety issues associated with major building projects are complied with;
- f) Nominate specific staff with designated safety roles, e.g. Health and Safety Coordinator, throughout the school.
- g) Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment (i.e. boilers, lifts, pressure vessels etc) are undertaken;
- h) Ensure that all incidents are reported to the Headteacher within 5 days of the incident which in turn enables the Health Safety & Wellbeing team to monitor incidents to identify methods of



- reducing accidents. Ensure the necessary records of incidents are maintained;
- i) Attend the Environment and Premises Committee which oversees Health and Safety issues;
  - j) Report on H&S at every Governor meeting;
  - k) Ensure that health and safety is considered as an integral part of teaching, both in preparation of new course submissions and in their reviews;
  - l) Identify staff training requirements to allow the school to comply with legislative and good industry practice that relate to or affect health, safety and welfare.
  - m) Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation.
  - n) Ensure that Safety Inspections are carried out at termly intervals, recorded and that necessary remedial action is carried out.
  - o) Develop and establish emergency procedures, and organise fire evacuation practices within the school.
  - p) Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation/ usage etc;
  - q) Ensure safety procedures are developed and adhered to for operations carried out within the School by their staff and by outside contractors under their control.
  - r) Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
  - s) Have a general oversight of health and first aid matters.
  - t) Monitor the general safety programme.
  - u) Communicate and publicise safety matters as appropriate to staff, contractors, visitors, pupils (as appropriate.)
  - v) Ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and an introduction to the Safety Policy outlining restricted tasks and activities.
  - w) Ensure adequate numbers of staff are provided with appropriate training so that they can support the following management arrangements.
    - First aid.
    - Fire and emergency evacuation.
    - Risk assessments, including fire, display screen equipment, manual handling, substances hazardous to health and general risk assessments.

The Deputy Headteacher will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

### 3.4 The School Health & Safety Coordinator

The School Health and Safety Coordinator is responsible for the co-ordination of health and safety management throughout the School. This is the Site Manager and the members of the Health and Safety and Wellbeing Forum (H&S&W Forum).

Additionally, the Health and Safety and Wellbeing Forum will:

- a) Make an annual report, assisted by the Heads of Key Stage, on safety matters to the Headteacher and the Board of Governors;
- b) Assist with inspections and safety audits;
- c) Investigate and advise on hazards and precautions (and seek assistance from the Health, Safety & Wellbeing Team if the issue is outside their level of competence);
- d) Develop and establish emergency procedures, and organise fire evacuation practices within the



- school;
- e) Have a general oversight of health and first aid matters;
  - f) Monitor the general safety programme on behalf of the Headteacher;
  - g) Make recommendations to the Headteacher for matters requiring immediate attention, e.g. changes to legislation, outcomes of safety inspections;
  - h) Make recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation;
  - i) Communicate and publicise safety matters as appropriate to staff, contractors, visitors, pupils (as appropriate);
  - j) Liaise with outside bodies concerned with safety and health e.g. Health, Safety & Wellbeing team at Kings House;
  - k) Monitor accidents to identify trends and introduce methods of reducing accidents; Budget for safety equipment for his/her area of responsibility (if appropriate);
  - l) Carry out or delegate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out.
  - m) Ensure all portable electrical equipment is tested on a regular basis (annually).
  - n) Ensure all accidents within their section are recorded on the appropriate incident forms and sent to the Health Safety & Wellbeing team within 5 days of the incident. Investigate reports of accidents and dangerous occurrences in their designated areas.
  - o) Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place through confirmation from the Site Manager
  - p) Identify staff development requirements with reference to health and safety.
  - q) Attend to defect reports and recommendations from the Headteacher, staff, Safety Representatives and the Health and Safety Co-ordinator.
  - r) Circulate publicity relating to safety matters to staff within their control.
  - s) Ensure safety procedures are developed and adhered to for operations carried out within the School by their staff and by outside contractors under their control;
  - t) When liaising with contractors, ensure they have had sight of the Asbestos Register;
  - u) Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy.

### 3.5 Educational Visits Co-ordinator (EVC)

named teachers on both KS1/FS and KS2 sites

**SEE APPENDIX A**

- a. To be involved in educational visit management in order to ensure that the Local Authority Off-site Guidance is followed;
- b. To work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- c. To work with the group leader to ensure there is a 'plan B' in the event of adverse weather, transport issues, emergencies etc.
- d. Use the online outdoor educational visits approval system 'Evolve' for all hazardous and residential trips;
- e. Ensure that the schools educational visits meet the Local Authorities requirements;
- f. To confirm that adequate risk assessments have been carried out – these can be found on the T drive;
- g. Support the headteacher in the management and evaluation of educational visits;
- h. Confirm the leadership of the group is competent and appropriate, including accompanying staff and volunteers;
- i. Confirm adequate first aid cover is provided;
- j. Keep their EVC training up to date;
- k. Ensure any incidents that take place on a trip are recorded and copies provided to the Health, Safety



### 3.6 Subject Leaders

Each subject leader is responsible for:

- a) Developing policies based on Children's Services guidance documents for their specialist area;
- b) Updating colleagues within the school in any change in practice;
- c) Issuing safety guidance for their curriculum area;
- d) Carrying out risk assessments for their specialist areas.

### 3.7 Teachers

Teachers are responsible to their Year Group Leaders for the immediate safety of the students in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- a) Follow safe working procedures personally;
- b) Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- c) Ensure that special working procedures, protective clothing and equipment, etc., are provided and used where necessary.
- d) Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- e) Ensure that clear instructions and warnings are given to pupils verbally and in writing as often as necessary;
- f) Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- g) Report defects and make recommendations to their line manager where necessary;
- h) Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy.
- i) Ensure they understand and follow emergency arrangements for their areas of responsibility.

### 3.8 Support Staff (including TAs, admin, cleaners, facilities, etc.)

The teaching assistant is immediately responsible to the teacher whilst the class is in session.

Additionally, all staff will:

- a) Follow safe working procedures personally;
- b) Be familiar with the general and particular safety rules/ emergency arrangements that apply to their area of work;
- c) Ensure that the classroom and other areas are tidy and good housekeeping standards are maintained;
- d) Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e) Report defects to his/her line manager;
- f) Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy.

### 3.9 First Aiders



When on duty the First Aiders on each site are responsible for supporting health and welfare issues within the School and in particular:

- a) to be responsible for attending to and monitoring student or visitor illness/injury and to refer pupils to their own doctor or hospital as appropriate;
- b) To maintain the school medical rooms and equipment;
- c) To monitor student health records prior to entry and to report/advise of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy, allergies etc);
- d) To assist in the monitoring of first aid equipment and boxes on School site;
- e) To assist in the development and health promotion activities at the School;
- f) Ensure adequate numbers of staff are trained in first aid procedures (to cover trips, sickness, etc) and to co-ordinate the work of the First Aiders;
- g) To ensure the necessary records are maintained relating to accidents associated with the work of the school.

### **3.10 Trade Union Safety Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- a) Represent the employees in consultation with the employer and with their representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace and undertake safety training;
- b) Investigate complaints by any employee he/she represents relating to health and safety and welfare at work;
- c) Represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- d) Receive information from inspectors;
- e) Attend meetings of safety committees to which they are elected;
- f) Inspect the workplace if they have given the employer or their representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. They may carry out additional inspections where there are substantial changes in work conditions.

### **3.11 Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the School have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Headteacher/Site Manager/Caretaker for them to rectify or, failing that, reporting to the Environment & Premises Governor Committee.

Staff must ensure that a contractor arriving at site, reports to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. providing access to the asbestos register. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the Council's Policy on Safeguarding, Asbestos and the Management of Contractors.

### **3.12 Members of Staff Generally/All adults on site**

Each member of staff is responsible for his or her own personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school.)



Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

*'It shall be the duty of every employee while at work*

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'*

A register of staff and dates of training are kept and housed in the online H&S file. The information is used to look at next training dates for staff with regard to first aid, diabetic and epi-pen training

## 4. The Environment and Premises Committee

The Environment and Premises Committee representing the various groups within the School is comprised of:

- Headteacher
- Health and Safety Coordinators
- *Member of the Governing Body (as required)*

Where possible efforts are made to ensure key personnel of the school are represented.

### 4.1 The Health and Safety and Wellbeing Forum

The Forum has been created to ensure there are strong communication links between all stakeholders of Balfour Primary School.

### 4.2 Overall Function and Objective

The provision of effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed.

### 4.3 Specific Functions

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area covered by the Committee generally and to make recommendations/observations to the Governing Body accordingly.
- To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/ safety representative level, or at section level.
- To develop policy to improve and maintain health and safety issues for staff and pupils.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety and welfare matters.



**Note:** before considering any individual health, safety and welfare problem, the Environment and Premises Committee will satisfy itself that all possible steps have been taken to resolve the problem. The Committee shall not normally consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Governing Body through their staff representative.

## 5. Crisis Management

### 5.1 Membership of the Crisis Management Team:

- The Headteacher
- Deputies
- Site Manager/Caretakers

### 5.2 Function of the Crisis Management Team

The function of the Crisis Management Team is to:

- Act as the decision-making authority for the management of an incident.
- Develop the procedures and practices to be used for handling emergency situations and communicating these to all employees within the school.
- Establish and maintain a crisis management 'centre'. The 'centre' will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- To assess the nature, degree and likelihood of threats to the schools interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the schools personnel, facilities or assets.
- To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

## 6. General Emergency Procedures

The summoning of emergency services is carried on the instructions of the Headteacher. They will also contact:

- A member of the Senior Management Team - [for information]
- Deputy Headteacher - [if students are involved]
- Site Manager/Caretaker – [for access/ to isolate electrical supplies etc.]

In the event of a major disaster the Crisis Management Team and the Council's Civil Contingencies Team are contacted (tel. 01273 296699) The Civil Contingencies Team will inform 'MIST' – the Council's Major Incident Strategic Team if appropriate.



## 7. Fire Policy and Procedures & Bomb Incident Management

The school holds a site specific Fire Safety Policy, Evacuation Plan and Fire Risk Assessment. These documents outline the schools fire risks, how they are managed and the instructions to be followed in the event of an emergency.

In the event of a suspected bomb threat, the Crisis Management Team will liaise with the Police, LEA and Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means. Any member of staff who receives information regarding a bomb on-site must immediately inform the headteacher or a member of senior management in their absence.

## 8. First Aid Procedure

*(see also Medicine and First Aid Policy and the Council's First Aid Standard)*

The school has carried out a First Aid needs assessment and has identified the following requirement:

There will be at least 34 people on the staff who will have current first aid training, of which 30 will be qualified first aiders and 4 will be appointed persons.

Qualified First Aider Appointed Persons (3 day course) have completed the First Aid at Work 3 day initial training, followed by 2 day refreshers every 3 years and an optional annual ½ day refresher. Two staff in KS2 and a further two in KS1/Foundation Stage will have completed this each year.

The named first aiders for the school are listed in Appendix A at the end of this document. In KS1/Foundation Stage these details are published in the office, staff room and kitchen. In KS2 they are published in the office, staff room, medical room, MDSA board and kitchen.

In KS1/Foundation Stage first aid boxes are kept close to playgrounds, cleaners' store room, site managers' office, school office and kitchen. In KS2 first aid boxes are kept in the medical room, year group bases, the premises manager's office and art room. The First Aid Coordinators provide first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents are expected to inform the school if their child has an allergy and a list of any such children is kept and displayed in the office, staffroom and kitchen.

In KS1/FS all injuries which come to staff attention, no matter how slight, are recorded on a first aid note and on HS20402 Incident form (attached) if referred for further medical attention. In KS2 injuries are recorded in a first aid log book. In KS1/FS there are first aid notes and "bump notes" available with all boxes to be completed by the person administering first aid and in KS2 'bumped head stickers' are given out. In case of doubt as to whether or not a child's parent should be immediately alerted, staff contact the Qualified First Aiders on site or in their absence the Headteacher. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the pupil may be sent to hospital to err on the side of caution. In these cases the pupil will be accompanied by a member of staff.

Every parent will be informed of the schools arrangements for First Aid, **available on the website at all times.**

## 9. Accident Recording and Reporting

In the event of an accident the following procedure is followed:

- Any equipment is turned off.



- A call for help is made – including First Aid assistance.
- The qualified First Aider will judge whether the injury is of a minor or major nature. If minor the First Aider will provide appropriate treatment.
- If a major injury an ambulance will be called immediately without undue delay due to attempting to contact parents or guardians.
- If the injured person requires hospital treatment but an ambulance is not necessary, the Headteacher is responsible for arranging for a member of staff to transport the injured person to hospital.

The member of staff taking the injured person will:

- stay with the injured person and return with them; or
- (if a minor) stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff report any accident (or near misses) involving either themselves, visitors or volunteer helpers by recording the details on the Incident Report form HS2. Pupil accidents, depending on the severity are either reported in the First Aid book or Incident Report form HS2. If the incident involves **intentional** violence/harassment or verbal/written abuse, it will be reported using the Violent Incident Occurrence Report Form HS3.

The named first aiders on each site ensures that these forms are forwarded to a member of the SLT as soon as possible. That SLT member but then ensure the forms are filled out correctly, recorded and then sent to the Health, Safety & Wellbeing team at Kings House, Room 300, Open Plan, Hove within 5 days. As the authority is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Health, Safety & Wellbeing team are notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents are investigated to prevent a re-occurrence. The investigation is recorded on Part B of the HS2 form. SLT monitors accidents to identify any trends. The Environment and Premises Committee also receive information on accidents on a termly basis. The Health, Safety & Wellbeing team will investigate certain incidents/accidents following receipt of the HS2/ HS3 form.

## 10. Health Issues

### 10.1 Smoking – (see also the Council Policy on No Smoking)

In an effort to reduce the risk to health from passive smoking, the school site is a no smoking zone.

### 10.2 Alcohol and Drug Abuse – (see also the Council Policy on Drugs and Alcohol)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

School staff have access to the Staff Welfare Counselling Services Tel: 01273 481738, who can provide confidential help and support. Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If staff feel they are affected when on medication, they inform their line manager who will implement additional arrangements that safeguard both the individual and the staff/ pupils they work with.



### 10.3 Staff Wellbeing

The school follows the Councils Wellbeing framework which includes linked policies and procedures in matters relating to developing arrangements for staff wellbeing. The school recognises that staff are more likely to flourish in an environment free of unnecessary anxiety, stress and fear and where the contribution of all employees is valued. This framework incorporates a range of issues including:

- Work/life balance
- Stress
- Dignity at work (bullying and harassment)

If staff are to provide an atmosphere conducive to pupil achievement, they need to be emotionally healthy themselves. The Wellbeing Framework takes a whole school approach to creating a healthy, positive working environment that puts the wellbeing and effectiveness of staff right at the heart of the school.

Staff are able to raise concerns regarding their workload and any effects it may be having on their health with their line manager. If staff don't wish to discuss a particular problem with their line manager then the Staff Welfare Counselling Services is available to staff. All discussions are confidential.

### 10.4 New & Expectant Mothers – (See also Council Policy on New and Expectant Mothers)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children.

The following procedure is in place:

- Female staff (full and part-time) are required to inform their Line Manager and Human Resources as soon as possible and in writing when pregnancy has been confirmed.
- The Headteacher will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed throughout the pregnancy and if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Coordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

## 11. Risk Assessment

Specific risk assessments are required for activities involving fire, manual handling, hazardous substances and the use of display screen equipment. Generic risk assessments must be completed for those activities and workplaces where specific assessments have not been carried out.

All staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to their area of work. Copies of these assessments are held in a folder in the school office of both sites.

The following staff complete risk assessments for the areas highlighted below:

- Premises.....Site Manager
- Curriculum ..... Curriculum Co-ordinators
- Off-site Visits..... Year Leader/EVC



- Individual/specific ..... INCo and Pastoral Care Co-ordinator to undergo training
- On-site student activities ..... SLT

## 12. Specific Hazards

Schools are not generally considered as dangerous places to work in but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

### 12.1 Display screen equipment (DSE) – (see also Council Policy on DSE)

All staff who are DSE ‘users’ (i.e. use a computer continuously for one hour or more and have no discretion on using the equipment) complete a Workstation Self-Assessment, accessed on The Wave, and on-line training. Where staff have a medical or other issue related to the use of DSE, a DSE Assessment will be undertaken by a DSE Assessor. The DSE Assessor then completes a DSE Assessment on the individual.

### 12.2 Electrical Equipment

All staff are responsible for ensuring that they carry out a pre-use visual check and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of a member of staff who will also direct them.

All electrical equipment is checked annually (Portable Appliance Testing (PAT)) under the terms of the maintenance contract. The Site Manager is responsible for maintaining accurate records, ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible for testing.

If there is any doubt about the safety of the equipment it will not be used. **Any potential hazards will be reported to the Site Manager immediately.**

The Site Manager must be made aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil. The headteacher must be made aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations etc.

### 12.3 Machinery and Equipment

An inventory of all equipment is kept by the school administrator on both sites and held in the school offices. Hand tools are used under **strict guidance and close supervision of the teacher or teaching assistant**, when used by pupils. Such equipment – even simple items such as scissors – is stored away after use.

### 12.4 Manual Handling – (see also Council Policy on Manual Handling)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received manual handling training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. There must always be at least 2 pupils per piece of equipment or mat. Close supervision is maintained at all times.

Premises Managers and PE co-ordinators will be responsible for undertaking risk assessments for manual



handling tasks. Training will be given to those staff who are expected to lift objects. Staff have a personal responsibility to ask for help or not undertake an activity if they are apprehensive about their capability to move goods, equipment or furniture.

Where lifting equipment/ aids are provided, only those members of staff who have been trained in the use of the equipment and are authorized to use it may undertake the activity. Lifting equipment is checked every six months by a competent person.

## 12.5 Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom and spillages. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The caretakers undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The Premises Managers report all hazards, obstructions, defects or maintenance requirements to the Headteacher and the Environment & Premises Committee. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these are dealt with immediately.

The school is cleaned as per the cleaning schedule and is monitored by the Headteacher. All waste is disposed of according to appropriate health and safety guidelines.

## 12.6 Off-site Visits

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and Council policy on educational visits.

## 12.7 Hazardous Substances (see also Council Policy on Hazardous Substances)

The school keeps an inventory of all hazardous substances on site and is kept up to date by Premises Managers. COSHH risk assessments are undertaken for all hazardous materials onsite.

Inspections take place to:

- Identify all substances used;
- Assess the level of risk to health;
- Eliminate the use of substances or substitute a safer alternative where possible;
- Introduce and monitor control measures to prevent risk.

## 12.8 Noise at Work

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising. Any member of staff or visitor detecting a potential problem will report immediately to the Premises Managers.

## 12.9 Lettings

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept. Copies of letting agreements are held in the KS2 Bursar office and KS1 school office. The school will maintain the premises being let in a safe condition and communicate any unsafe conditions or hazards with the lessee.



## 13. Administration of Medicines

The School follows the Councils Administration of Medicines Policy and therefore has a separate Administration of Medicine Protocol. The school maintains consent forms and records of medicines administered.

## 14. Training and Information.

A training needs analysis is undertaken by the headteacher to identify the mandatory health and safety training required for each member of staff and is reviewed annually. The training is identified using the Workforce Development Training Programme and the headteacher will ensure that staff are released for this training.

All members of staff receive a comprehensive health and safety induction when they commence employment with the school and the induction includes specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Headteacher :

- Informs staff of any changes in the policy;
- Assesses the training requirements of the staff and integrates those needs onto the school development plan to inform governors;
- Assesses the training needs of new members of staff.

Every member of staff is made aware of the Council Policy on health and safety and shown how to access the document via the Wave. If any member of staff feels the need for training they must alert their line manager or senior management team.

The school has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

## 15. Monitoring Health and Safety – H&S&W Forum

Health and safety standards are monitored by the senior management team in conjunction with the school governors by the following:

- All meetings held in school to include health and safety as part of the agenda of their regular meetings;
- The governors agenda and headteacher's report to the governors both have health and safety as standing agenda items.

### 15.1 Inspections

To maintain and improve standards throughout the school a termly premises inspection takes place and records kept. The school is inspected by members of the Environment and Premises Committee, Headteacher and Site Manager.



## 15.2 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the Council will complete a health and safety audit every 3 years. The action points identified through the audit will form part of the school development plan.

## 16. Visitors

The Headteacher and governors must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school are asked to sign in at the school office and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

Office Staff will ensure that volunteers have the necessary safety information.

## 17. Trade Union Safety Representatives

The trade union safety representative will consult the headteacher on any relevant health and safety matters.

## 18. Safety Policy Review

The school acknowledges that the Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will monitor and update the Policy as appropriate and will undertake a formal review on a bi-annual basis seeking endorsement from the Board of Governors.

## Appendix A - List of Useful Contacts in School

Responsibility	Name
Health and Safety Governor	Rob Bowden
Health and Safety Coordinator	Ben Marle
Educational Visits Coordinator	Fiona Jackson and Melanie Bennett
Curriculum Coordinators  PE ICT Science Literacy Numeracy Music	Laura Gibbons Nick Huxley Catherine Moore and Juliet Fine Sally Geard Esther Stokes and Sam Sweet Jo Redfern and Jo Ledward
First Aid Coordinators	'First Aid at Work' (3-day course) trained staff at each site
Person responsible for reporting Accidents/incidents	Sandra Mulholland
Trade Union Safety Representatives	Ben Marle (GMB)
Health and Safety Committee (only if appropriate)	Ben Marle, Marcelo Staricoff, Rob Bowden, Sandra Mulholland, Lisa Collington, Natasha Paling, Claudia Burford, Kerry Bradley, Jacqy Biggs
First Aiders	Held in School office KS1 & Medical Room KS2.

## Appendix B - Record Keeping

In the previous sections reference has been made in various places to record keeping. There follows a list of those responsible for maintaining such records and where they are kept.

<b>Records of</b>	<b>Produced by</b>	<b>Where kept</b>
Accidents on Site	Those involved in the accident	T drive
First Aid administered	First Aiders & Appointed Persons	School Offices
Fire Risk Assessment	Headteacher/Staff	Site Manager's Office
Asbestos Management Plan	Headteacher/Staff	Site Manager's Office
Medicines administered	First Aider/Secretary	School Office KS1 & Medical Room KS2
Risk Assessments	Headteacher/Staff	School Offices Site Manager's Office
COSHH Assessments	Headteacher/Staff	Site Manager's Office
Electrical Tests	LEA approved contractor	Site Manager's Office
Maintenance of machinery and equipment	LEA approved contractor	School Offices
DSE Assessment	H&S Coordinator	School Offices
Manual Handling Assessment	Premises Managers & PE Co-ordinators	
Training of staff & students	CPD Co-ordinator	Deputy's office KS2, Head Office KS1
Violent incidents	Staff involved in incident	School Offices
Testing of Equipment	LEA approved contractor	Site Manager's Office
Accident Investigations	Staff involved in accident	School Office
Noise Assessments	LEA approved contractor	
Legionella testing	LEA approved Contractor	School Office
Monitoring Reports	E& P Committee	Head's Offices

## Appendix C - First Aid Trained staff

Can be found in the Health and Safety folder on the Amber Drive.

## Appendix D – HS2 form



Brighton & Hove

**CONFIDENTIAL**

**HS2 - Health and Safety Incident Report Form (Part A)**

**Please complete HS3 form for intentional violence/harassment verbal or written abuse**

<b>1) Time &amp; Place</b>						
Directorate:		Division:		Section:		Workplace:
Date of incident:				Time of incident (24hr):		
Name of house/building/school where incident occurred:						
Details of where the incident occurred (eg: stairs, office, classroom, playground, car park)						
<b>2) Type of Incident/Occurrence</b>						
Incident type (tick all that apply): Injury <input type="checkbox"/> Near Miss <input type="checkbox"/> Property Damage <input type="checkbox"/> Non-Person Incident <input type="checkbox"/> Vehicle Incident <input type="checkbox"/>						
Vehicle details (if applicable)	Vehicle 1	Registration number	Make	Model	Colour	Attach sketch. If more vehicles involved please attach details.
	Vehicle 2	Registration number	Make	Model	Colour	
<b>3) Description/details of Incident/Occurrence</b>						
Please give a brief description of what happened. Please include the CAUSE of the incident (If challenging behaviour include name(s))						
<b>4) Details of injured or affected person (if applicable)</b>						
Surname:			First name:			
Home address (inc. post code):			Age:		Gender:	
			Employee <input type="checkbox"/>	Visitor <input type="checkbox"/>	Pupil <input type="checkbox"/>	Service user <input type="checkbox"/>
			Contractor <input type="checkbox"/>	Work exp. <input type="checkbox"/>	Other <input type="checkbox"/> Specify:	
Telephone number:			Job title:			
<b>5) Injury/sickness information</b>						
Did injury (physical or psychological) occur: Yes <input type="checkbox"/> No <input type="checkbox"/>						
What injuries were sustained? (eg cut, strain, sprain etc)						
Which body parts were affected? (Please specify right or left side of body)						
<b>6) Medical attention</b>						
Was medical attention/First Aid given? Yes <input type="checkbox"/> No <input type="checkbox"/>			First Aider (print name):			
Details of First Aid provision (e.g. bandage applied):			Any Additional Provision: GP <input type="checkbox"/> Ambulance <input type="checkbox"/> Other <input type="checkbox"/> (Specify)			

Was person taken directly to hospital from place of incident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was person detained for more than 24 hours?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7) Witnesses – Please give details of any witnesses		
Name:	Name:	
Job title:	Job title:	
Telephone number:	Telephone number:	
Address or workplace:	Address or workplace:	
8) Details of person completing Part A		
Print name:	Signature:	Date:
Job Title:	Workplace:	Telephone No:
1) Manager's investigation of events leading up to the incident		
<p>continue on separate sheet if necessary</p>		
2) Primary cause of incident (please tick one box only)		
<input type="checkbox"/> Administration of medication	<input type="checkbox"/> Handling/lifting a person	
<input type="checkbox"/> Challenging behaviour (e.g. unintentionally violent/aggressive)	<input type="checkbox"/> Handling/lifting/carrying a load	
<input type="checkbox"/> Contact/exposure to a harmful substance (chemical or biological)	<input type="checkbox"/> Hit against something fixed or stationary	
<input type="checkbox"/> Contact with extreme temperature (hot/cold) e.g. burns	<input type="checkbox"/> Hit by a moving/flying or falling object	
<input type="checkbox"/> Contact with electricity	<input type="checkbox"/> Injured by animal	
<input type="checkbox"/> Contact with moving machinery/material being machined	<input type="checkbox"/> Local environmental factors (e.g. temperature, ventilation)	
<input type="checkbox"/> Diagnosed work related stress	<input type="checkbox"/> Noise	
<input type="checkbox"/> Display Screen Equipment (DSE) related ill health	<input type="checkbox"/> Recreation/sport	
<input type="checkbox"/> Drowned/asphyxiated	<input type="checkbox"/> Sharps (e.g. needle-stick, broken glass)	
<input type="checkbox"/> Existing medical condition (e.g. diabetes, epilepsy, allergies)	<input type="checkbox"/> Slip/trip/fall on the same level	
<input type="checkbox"/> Explosion	<input type="checkbox"/> Trapped by something collapsing	
<input type="checkbox"/> Fall from height	<input type="checkbox"/> Use/failure of equipment (e.g. hand saw, mower, hoist)	
<input type="checkbox"/> Fatality/Major Incident–S31 staff report to Strategic Health Authority	<input type="checkbox"/> Vehicle incident/hit by moving vehicle	
<input type="checkbox"/> Fire – S31 staff report to Department of Health (DOH)	<input type="checkbox"/> Violence to self/self harm	
3) Immediate action taken (e.g. debriefing of persons involved, isolation of machinery, area cordoned off, photographic evidence taken)		
<p>continue on separate sheet if necessary</p>		
4) Police		
Were the Police informed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Officer: _____	
Warrant Number:	Contact Number:	
5) Absence		
If injured person is a council employee, are they taking time off work? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If "Yes", first date of absence:	Last date of absence (if known):	

<b><i>If employee is off work for more than 3 days (including non-working days e.g. weekends) contact the Health and Safety Team immediately as this must be reported to the Health and Safety Executive.</i></b>		
6) Detailed description of possible causes (include direct and underlying causes)		
<p>continue on separate sheet if necessary</p>		
7) What action is recommended/has been taken to prevent a recurrence?		
<p>continue on separate sheet if necessary</p>		
8) Risk assessment		
Was risk assessment completed prior to incident? Yes <input type="checkbox"/> (if yes, please attach) No <input type="checkbox"/>		
Has post-incident risk assessment been completed? Yes <input type="checkbox"/> (if yes, please attach) No <input type="checkbox"/>		
9) Counselling service		
Has council employee been made aware of the Staff Welfare/Counselling Service? Yes <input type="checkbox"/> No <input type="checkbox"/>		
10) Details of person completing Part B		
Manager print name:	Signature:	Date:
Job title:	Workplace:	Telephone No: