

# Earls Hall Primary School



## Health and Safety Policy

Adopted October 2025

Review October 2026

Signed



## HEALTH AND SAFETY STATEMENT FOR SCHOOLS

### Introduction

1. This document provides a customisable template to assist schools in producing a written health and safety policy.
2. The model policy is based upon Southend City Council's criteria for schools where it is the employer, it is for the governing body of Foundation, and VA schools to determine whether to adopt such arrangements and schools should ensure this is customised to fit their individual circumstances.
3. Areas which will require customisation are highlighted in red, in order to help to meet the requirements of different schools some alternative wording is suggested and such alternatives are separated by / within square brackets [

J. Further customisation will be required for those schools where the Local Authority (LA) is not the employer.

## Writing a Policy Statement

4. Under the Health and Safety at Work Act, it is the duty of an employer to have an up to date written statement of health and safety, this general policy must be complemented by a school policy statement.
5. Adapting the model policy is the best way of complying with the LA's Health and Safety Policy, demonstrating compliance with statutory duties could be difficult in the absence of a school policy.
6. The safety policy should be signed and dated by the head teacher / chair of governors.
7. The main points required in a Health and Safety Policy Statement are:

### **Part 1 Statement of Intent**

Outlining your commitment to providing a healthy and safe environment for all users of the establishment: - staff, pupils, visitors and contractors.

### **Part 2 Organisation (roles and responsibilities)**

The organisation section should describe the roles and responsibilities of key personnel, for example:

- Governors
- Head teacher
- Those with responsibility for specific areas or activities which may have been delegated to them e.g. Heads of Department, Deputy Heads, Head of Year, Other Line Manager Roles, Site Managers, Caretakers etc.
- Other employees (both teaching and non-teaching) and any volunteers

The procedures for joint management / employee consultation should be detailed. It is recommended that Health and Safety is included as a standing agenda item at relevant staff/team meetings. This enables you to readily demonstrate communication lines are in place enabling staff to participate in health and safety.

It should be decided whether you require a safety committee in the establishment. (small establishments and primary schools are unlikely to need a safety committee.) Where such a committee exists, then you should describe briefly its constitution and functions.

### **Part 3 Arrangements**

The arrangements section details the school's local procedures for controlling significant risks and makes clear any specific roles and responsibilities in managing these.

The model policy details some of the key areas for which local arrangements may be required and should be customised to the school's individual circumstances, depending on the nature of the risks not all may be relevant.

### **Arrangements for policy review**

8. Governors are required to take steps to ensure that they are kept informed of the City Council's advice and guidance on health and safety matters.
9. It is recommended that Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (e.g. premises, resources etc).
10. Establishments will need to review and amend where necessary their Health and Safety policy from time to time. It is recommended that a review be carried out annually. (The legislation requires this is done no longer than every 2 years)
11. Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

### **Further Information**

12. For further information and guidance contact: the Health and Safety Team
13. DfE advice on legal duties – [Annex A](#) contains key elements of a H&S policy

# HEALTH AND SAFETY POLICY

## Earl Hall Primary School

### PART 1. STATEMENT OF INTENT

The Governing Body of Earls Hall Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, all members of staff, sent out via email and a reference copy will be kept in the staffroom on the board with the other policies.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill-health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing adequate information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Health and Safety Representatives).

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

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| <b>John Stanton Chair of Governors</b> |
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| <b>Matt Badcock Headteacher</b> |
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## **ART 2. ORGANISATION**

As the employer the LA has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools

**At a school level duties and responsibilities have been assigned to staff and governors as detailed below.**

### **Responsibilities of the Governing Body**

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards.

A Health & Safety Governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The school's health and safety governor is Richard Spence.

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Health and Safety Team, email: [VictoriaScott@southend.gov.uk](mailto:VictoriaScott@southend.gov.uk) to provide competent health and safety advice for Community schools

### **Responsibilities of the Headteacher**

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.

- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to SCC any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the head to the Business Manager and the Site manager.

### **Responsibilities of other staff holding posts of special responsibility**

#### **Headteacher**

**To be accountable to the Governing Body for the effective implementation of this policy. 2.3.2. Ensure the policy's objectives are fully met by**

- a) Plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.**
- b) Providing final authority on matters concerning health and safety at work.**
- c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.**
- d) Delegating specific responsibility for the implementation and monitoring of the Health and Safety to Kerry Rick – Business Manager.**

**Kerry Rick – Business Manager, working in conjunction with the appointed Health and Safety Consultant at Southend Borough Council will advise the Headteacher on health and safety policy.**

**Acting for and on behalf of Headteacher, she has the responsibility for implementing and monitoring the policy.**

**The Head Teacher achieves this by ensuring that:**

- a) This policy is communicated and made available to all relevant persons.**
- b) Appropriate information on significant risks is given to visitors and contractors.**
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.**
- d) All staff are provided with adequate information, instruction and training on health and safety issues.**
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.**
- f) Risk assessments of the premises and working practices are undertaken.**
- g) Safe systems of work are in place as identified from risk assessments.**
- h) Emergency procedures are in place.**
- i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.**
- j) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.**
- k) Arrangements are in place to inspect the premises and monitor performance.**
- l) Accidents are investigated, and any remedial actions required are taken or requested.**
- m) The activities of contractors are adequately monitored and controlled.**

Senior Staff and Line Managers must ensure that all new employees are made aware of the school's Health and Safety Policy and relevant procedures at their induction briefing. This information must include the name(s) of the employees who have specific health and safety duties.

Line managers are also responsible for:

- Ensuring all activities for which they or their staff are responsible meet the school's health, safety and wellbeing responsibilities for Safeguarding pupils

Ensuring that health and safety matters brought to their attention (whether these are their/their staff's responsibility or not) are dealt with expediently and appropriately.

- Ensuring adequate supervision of employees within their area of responsibility.
- Ensuring that risk assessments are undertaken for the area and activities for which they have responsibility.
- Personal participation and accountability in planned inspections and accident investigation activities.
- Ensuring that adequate provision has been made for first aid and emergency evacuation within their area of responsibility.

They will also provide or contribute to reports on health and safety performance where required, including successes and failures, at specified intervals to senior management to help the review of the school's health and safety management system.

This will include information concerning any deficiencies in health and safety plans, standards, procedures and systems and any action taken to rectify these.

Where an issue poses an immediate serious risk to persons or property this feedback will be provided by the swiftest possible means.

Line managers will ensure active participation of their staff (and as appropriate other persons

in health and safety activities) and that health and safety is a standing agenda item on SLT/Governor and meetings between the Headteacher, Business Manager and Site Manager.

They will also ensure that all their staff are competent to carry out their assigned duties in a safe manner.

## All Employees

The school recognises that employees are a key resource and no health and safety policy is likely to be successful unless it actively involves the employees of an organisation. Although the main responsibility for ensuring the health and safety of all persons who could be affected by school activities lies with managers, each and every employee must play their part, otherwise satisfactory levels of safety will not be achieved. In the context of this document the reference to employees should be regarded to include all employed individuals including temporary workers and trainees. All employees must be aware of health and safety requirements relevant to their work and comply with these.

The general duties of employees include:

- Taking reasonable care for the health and safety of themselves, pupils and other persons (including members of the public) who may foreseeably be affected by their acts or omissions whilst at work. This includes ensuring the school's health, safety and wellbeing responsibilities for Safeguarding pupils are met.
- Not to intentionally or recklessly interfere with or misuse anything provided for the purpose of health, safety and wellbeing in pursuance of a statutory requirement.
- Effectively supervise all activities of the children under their charge.
- Observe all safety procedures and instructions issued by the school/line management.
- Cooperate with their managers or any other person, (e.g. contractors working on site) to enable duties or requirements imposed on them to be complied with to the required standard. This requires employees to follow established safe systems of work and any verbal work instructions given by their immediate line manager.
- Not to use machinery, equipment, substances, transport or other work equipment or safety device except in conformity with training and instruction provided by the school.
- Reporting accidents to their line manager by the swiftest possible means and co-operating in any investigation, in order that remedial actions can be developed to prevent a re-occurrence.
- Notifying their manager immediately of any situation at the school or when working off site of which they become aware that has the potential for serious and imminent danger to health and safety including Safeguarding risks.
- Notifying their manager of any shortcomings in protective measures of which they become aware.
- Receive sufficient health and safety instruction to enable them to carry out their duties with the minimum of risk to themselves or others.
- To consider and, where necessary, comment on information provided to them when consulted on the measures taken by the school to reduce the risks to the health and safety of employees whilst at work.
- Employees who visit other places of work as part of their duties are required to comply with the requirements of any Safety Policy relating to those premises which are over and above those of the school.

## Contractors working on site

The Headteacher is responsible for ensuring that procedures are in place for ensuring all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work. All contractors must be informed of any known hazards which might affect them whilst at work. Contractors in turn should notify the Headteacher (or person designated by her to monitor contract work) of any hazards arising from their activities which may affect the occupants of the school.

## Visitors

All visitors must report to the School Office where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School. Contractors working in the school's premises will be made aware of the health and safety arrangements applicable to them by the Headteacher, Business Manager or Site Managers.

## School Health and Safety Coordinator

The Headteacher will be responsible for coordinating Health and Safety work within the school or, where appropriate, they will designate a suitable member(s) of staff as the school's Health and Safety Coordinator(s). Where there is more than one Health and Safety Coordinator, there will be a clear division of responsibilities between them to ensure no issues are missed. Currently the school's Health and Safety Coordinator is Kerry Rick Business Manager.

The person(s) responsible for Health and Safety Coordination will:

- Act as the school's liaison officer on all health and safety matters, working with the school's
- Ensure that proper records of accidents and incidents are maintained in accordance with the Council's procedures.
- Bring any serious incident, or significant breach of any health and safety legislation, to the immediate attention of the Headteacher.

## Site Manager:

Undergo such training as is necessary to provide them with the knowledge required to carry out the specific health and safety duties assigned to them.

- Assist the school's Health and Safety Coordinator(s) to carry out the duties assigned to them in respect of health and safety matters.
- Cooperate with other employee appointed as a Competent Person on health and safety matters.
- Report any significant and uncontrolled hazard or any serious breach of health and safety legislation to the appropriate line manager or direct to the Headteacher.
- Provide information or instruction, where qualified to do so, to any person who may be at risk from the work area or work activity within their area of responsibility.

## **Responsibilities of employees**

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **PART 3. ARRANGEMENTS**

|             |   |                                                  |
|-------------|---|--------------------------------------------------|
| Appendix 1  | - | Risk Assessments                                 |
| Appendix 2  | - | Offsite visits                                   |
| Appendix 3  | - | Health and Safety Monitoring and Inspections     |
| Appendix 4  | - | Fire Evacuation and other Emergency Arrangements |
| Appendix 5  | - | Fire Prevention, Testing of Equipment            |
| Appendix 6  | - | First Aid and Medication                         |
| Appendix 7  | - | Accident Reporting Procedures                    |
| Appendix 8  | - | Health and Safety Information and Training       |
| Appendix 9  | - | Personal safety / lone Working                   |
| Appendix 10 | - | Premises Work Equipment                          |
| Appendix 11 | - | Flammable and Hazardous Substances               |
| Appendix 12 | - | Moving and Handling                              |
| Appendix 13 | - | Asbestos                                         |
| Appendix 14 | - | Contractors                                      |
| Appendix 15 | - | Work at Height                                   |
| Appendix 16 | - | Display Screen Equipment                         |
| Appendix 17 | - | Vehicles                                         |
| Appendix 18 | - | Lettings                                         |
| Appendix 19 | - | Minibuses                                        |
| Appendix 20 | - | Stress                                           |
| Appendix 21 | - | Legionella                                       |
| Appendix 22 | - | Swimming pool                                    |
| Appendix 23 | - | Work Experience                                  |

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| <b>RISK ASSESSMENTS</b> |
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**General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Kerry Rick and are approved by the headteacher.

Risk assessments are available for all staff to view and are held centrally in the Business Managers Office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

**Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by Kerry Rick, such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by the Year Group Leaders using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use.

All LA schools have a subscription to CLEAPSS and their publications<sup>1</sup> are used as sources of model risk assessment within science and DT.

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| <b>OFFSITE VISITS</b> |
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The LA has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance

The LA must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) Louise Crouch who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the headteacher .

## APPENDIX 3

### HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted and be undertaken / co-ordinated by Kerry Rick/Matt Badcock.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the head teacher.. Responsibility for following up items detailed in the safety inspection report will rest with Matt Badcock.

A named governor Richard Spence will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

## APPENDIX 4

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented. The fire risk assessment is located in the school's fire systems log book and will be reviewed on an annual basis.

#### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by Kerry Rick

#### Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log book.

#### Fire Fighting

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting**

themselves at risk, using portable fire fighting equipment.

**Details of service isolation points (i.e. gas, water, electricity)#**

**Boiler House for Gas**

**New Extension in FS for Water**

**Electrics Archive Cupboard, old Junior Entrance**

**Swimming Pool have their own**

**Kitchen has their own.**

**Details of chemicals and flammable substances on site.**

An inventory of these will be kept by Kerry Rick as appropriate, for consultation.

## **APPENDIX 5**

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| <b>INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT</b> |
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Adrian Gheorghe is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the Business Managers.

### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Mondays at 10.30 am.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer ADT 03448001999

A fire alarm maintenance contract is in place with ADT and the system tested 6 monthly by them.

### **FIRE FIGHTING EQUIPMENT**

Weekly in-house checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Safe Fire undertakes an annual maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Safe Fire 01268 747303.

### **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by ADT 03448001999.

### **MEANS OF ESCAPE**

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

## First Aid

## APPENDIX 6

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra curricular activities)

| Name             | Type                         | Date      | Expiry    |
|------------------|------------------------------|-----------|-----------|
| Michelle Read    | First Aid at Work            | Nov 2023  | Nov 2026  |
| Lesley Whitsed   | First Aid at work            | Nov 2023  | Nov 2026  |
| Denise Smoothy   | First Aid at Work            | Nov 2023  | Nov 2026  |
| Lisa Welling     | Paediatric                   | Jan 2025  | Jan 2028  |
| Emma Mellish ,   | Outdoor Paediatric First Aid | July 2024 | July 2027 |
| Jess Bright      | Paediatric                   | Jan 2025  | Jan 2028  |
| Karen Sale       | Paediatric                   | Jan 2025  | Jan 2028  |
| Zoe Hatt         | Paediatric                   | Jan 2025  | Jan 2028  |
| Alicia Nicholls  | First Aid                    | Feb 2024  | Feb 2027  |
| Cindy heath      | First Aid                    | Feb 2024  | Feb 2027  |
| Elaine Chandler  | First Aid Forest Schools     | July 2024 | July 2027 |
| Georgina Johnson | First Aid                    | Feb 2024  | Feb 2027  |
| Jack Crooks      | First Aid                    | Jan 2023  | Jan 2027  |
| Lauren Patching  | First Aid                    | June 2024 | June 2027 |
| Tracey Anderson  | First Aid                    | June 2024 | June 2027 |

First aid qualifications remain valid for 3 years. Kerry Rick will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

### FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Main Office and every classroom

Denise Smoothy is responsible for regularly checking (termly) that the contents of first aid boxes including travel kits/ those in vehicles are complete and replenished as necessary.

**Transport to hospital:** Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647 (now 111)) and, in the case of pupil with the parents/carers.

## Administration of medicines

All medication will be administered to pupils in accordance with the DfE document  
**"Managing Medicines in Schools and Early Years Settings"**

The school will, at the request of the parent / carer and with the consent of the head teacher, administer medication prescribed by a medical practitioner.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

Denise Smoothy/ Lesley Whitsed is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering..

Records of administration will be kept by the Main Office.

All non emergency medication kept in school are securely stored in a lockable cupboard in school office, refrigerated meds are kept in clearly labelled container in the fridge in the office, with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in classroom, and clearly labelled.

### **Health Care Plans**

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by Denise Smoothy

All staff are made aware of any relevant health care needs and copies of health care plans are available from Denise Smoothy.

Staff will receive appropriate training related to health conditions of pupils and The administration of medicines by a health professional as appropriate.

## ACCIDENT REPORTING PROCEDURES

### **Accidents to employees**

Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to them.

### **Accidents to pupils and other non-employees (members of public / visitors to site etc.)**

A local accident reporting and recording mechanism in the school office, maintained by Lesley Whitsed is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to SCC using the SCC Accident Reporting Form.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the headteacher and the Governors. Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the LA's Health and Safety team on {enter contact details}.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).
- Accident which results in significant injuries to employees.
- Accidents which result in the death of any person.

**Any incident notified to the HSE must also be reported to both the LA's**

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| <b>HEALTH AND SAFETY INFORMATION &amp; TRAINING</b> |
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**Consultation**

Governing Body meet once a term.

The Finance Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Unions appointed Safety Representative on the staff is/are Lisa King

**Communication of Information**

The Health and Safety Law poster is displayed in the staffroom.

The Health and Safety Advisory Team, Tel: 01702 212000 provide competent health and safety advice for Community, Community Special and VC schools

**Health and Safety Training**

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records will be kept in the staff file in Kerry Rick's office.

Kerry Rick is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

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| <b>PERSONAL SAFETY / LONE WORKING</b> |

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

**Lone working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Staff working outside of normal school hours must obtain permission of the headteacher and register with site staff.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

**School staff responding to call outs**

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Adrian Gheorghe and Matt Badcock are key holders.

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| <b>PREMISES AND WORK EQUIPMENT</b> |
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**Statutory inspections**

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by Kerry Rick in her office.

Adrian Gheorghe is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training Adrian Gheorghe and Peter McDonnagh for the Simming Pool.

All staff are required to report to Kerry Rick any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

### **Curriculum Areas**

Subject leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Kerry Rick.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually. This inspection and testing will be conducted by Quantec frequency of inspection and testing.

Emma Chapman is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by Avery Electrical on a 5 year cycle.

### **External play equipment**

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and Adrian Gheorghe/ Peter McDonagh will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by Universal Services.

### FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***“Control of Substances Hazardous to Health Regulations 2002”*** (COSHH Regulations).

Within curriculum areas (in particular science and DT the teachers are responsible for COSHH and letting Kerry Rick know, ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is Kerry Rick/ Adrian Gheorghe.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled ( no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, Kerry Rick is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

### APPENDIX 12

### LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to Adrian Gheorghe/Peter McDonnagh and where

such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

## **APPENDIX 13**

### **ASBESTOS**

An asbestos management plan is in place for the school in accordance with SCC's Asbestos Management Policy.

The school's asbestos log is held in Kerry Ricks office and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. kilns).

No work can commence until this log has been checked and permission to work given by an asbestos authorising officer to confirm that those undertaking the work are fully aware of the location of all known asbestos.

The School's Asbestos Authorising Officers are the Headteacher, Kerry Rick and Adrian Gheorghe, and refresher training is provided 3 yearly.

These authorising officers shall ensure:

- The asbestos management plan is maintained and that any changes are notified to the LA.
- That the asbestos log is consulted at the earliest possible opportunity in the planning process and that **All** work on the fabric of the building or fixed

equipment is entered in the permission to work log and signed by those undertaking the work.

- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the asbestos log. (minimum of annually)

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.**

Any damage to materials known or suspected to contain asbestos should be reported to Kerry Rick who will contact SCC's asbestos team

## APPENDIX 14

### CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Headteacher is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

#### **School managed projects**

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations.

Such projects are managed by the Headteacher who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>2</sup> regulations will apply.

To ensure contractor competency the school uses an SCC property framework contractor as a method of procuring works.

These contractors have satisfied the City Council that they understand and abide by health and safety regulations. When considering the appointment of contractors

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<sup>2</sup> CDM refers to the Construction (Design and Management) Regulations 2007 and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed. In such instances it is recommended that an agent be used to work on the schools behalf.

outside of SBC's frameworks Kerry Rick will undertake appropriate competency checks prior to engaging a contractor]

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

## APPENDIX 15

### WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders <http://www.hse.gov.uk/pubns/indg405.pdf>.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individuals role e.g. site staff.

The establishments nominated person(s) responsible for work at height is (are) Matt Badcock.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

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## APPENDIX 16

### DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out.

## APPENDIX 17

### VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. For Deliveries, the company buzz on the gate where they park safely to unload.

## APPENDIX 18

### LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Michelle Read.

The Lettings Policy is given to our companies, and then given back signed. We also ask to see their risk assessments and Safeguarding Procedures. If they don't have a Safeguarding Policy they are given ours to read.

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## APPENDIX 19

### MINIBUSES

Kerry Rick maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.<sup>3</sup>

Adrian Gheorghe is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses.

## APPENDIX 20

<sup>3</sup> All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

## STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. Detail systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. [The school participates in the wellbeing programme and the schools wellbeing co-ordinators are the Headteachers and Deputy Heads.

We also pay into an Employee Assistance Programme.

## APPENDIX 21

### Legionnaire

A water risk assessment of the school has been completed by Primec and Adrian Gheorghe for ensuring that the identified operational controls are being conducted and recorded in the school's water log book. This risk assessment should be reviewed where significant changes have occurred to the water system / Adrian Gheorghe will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted]

Operational checks include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly).
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)
- water tanks being inspected for compliance and safety on an annual basis

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| <b>SWIMMING POOL</b> |
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A risk assessment has been carried out by the Local Authority. Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) are available from the swimming pool or the Business Managers Office and are available to all groups hiring the facility.

Lettings agreements are managed by Michelle Read who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer knows and understands both the NOP and EAP.

Daily pool plant operations and water testing is carried out by Adrian Gheorghe and Peter McDonagh who hold Level 3 Pool Plant Operators Qualification, and at weekends by Edvin Kottobelli who holds a Level 2 Award in Pool Water Treatment. Adrian, Peter and Edvin will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). H2O will ensure that bacterial testing is carried out and, where necessary, carry out any remedial actions.

All staff are to ensure that they are familiar with the NOP and EAP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised.

The headteacher will ensure that all swimming teachers hold the NRASTAC rescue, STA/Swim England Coaching Certificate or equivalent qualifications

The Swimming Teachers will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

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