HEALTH & SAFETY POLICY and PROCEDURES

St Paul's School

To be used in conjunction with:
Brighton and Hove City Council Health and Safety Policy Guidance on developing a Health & Safety Policy in schools

Review History: *The Guidance will be reviewed every 3 years or following legislative changes etc*

Date	Version	Summary of changes	Amended by
Jan 2012	1	Creation of document	KB
5/12/13	1	Transfer of content to new format.	KB
21/8/17	1	Review	KB
26/11/18	1	Review	JP/KB
13/3/19	1	Review	JP
13/9/19	1	Addition of Catering Contractor responsibilities	KB
15/8/23	1	Review, minor updates (incl. links) and addition of Allergen Management responsibilities	SL
1/8/25	1	Addition of section relating to (possible presence of) Lead paint and PICA behaviours	SL

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Section 1: General Policy Statement

The head teacher and governors of St Paul's 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 head teacher Michelle Lord, 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 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 head teacher and governors will ensure that others who are affected by our activities are not subjected to unacceptable risks to their health and safety including pupils, visitors, parents, volunteers, and contractors.

These responsibilities will be achieved 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 head teacher and governors will undertake to ensure compliance with policy and guidance produced by Brighton and Hove City Council. The head teacher 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 head teacher 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 ..... Head teacher Date ……

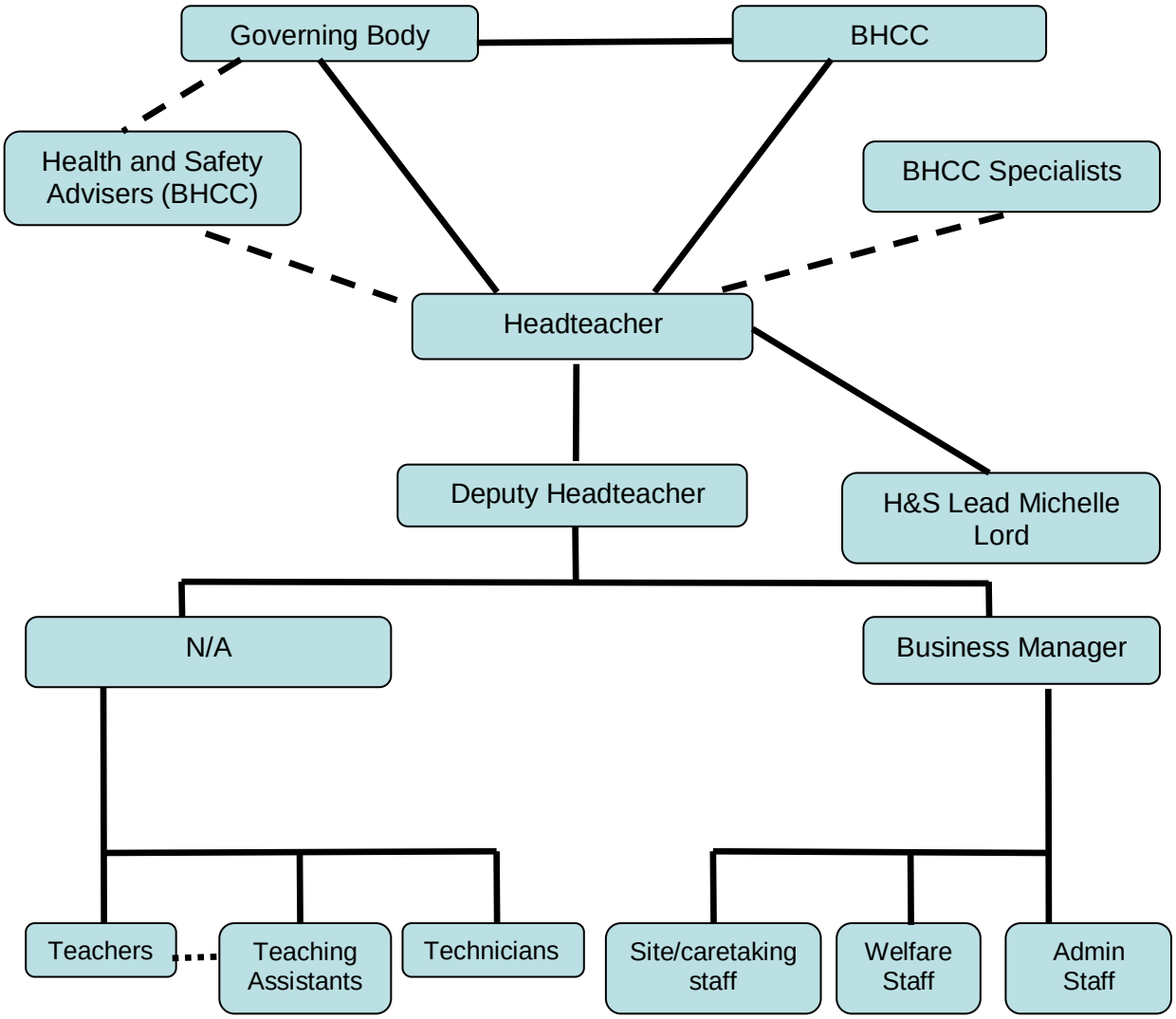
This policy was endorsed by the Board of Governors at their meeting on 15.10.2025

Signed ..... Chair of Governors Date ……

Section 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 head teacher. However, all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



Section 3: Arrangements for Health and Safety

3.1 Safety Responsibilities of Groups and Individuals

3.1.1 The Governing Body

The Governing Body in its role as controller of premises/employer 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, 3 and 4 of the Health & Safety at Work etc. Act 1974.

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

- Ensure that the Local Authority's Health and Safety Policy is delivered through this School's Health and Safety Policy.
- Ensure that procedures are kept up-to-date and that arrangements are in place to ensure that all staff and students are aware of and comply with them.
- Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections and risk assessments) and reactive monitoring (accident/incident investigation) and for rectifying identified faults within the school.
- Nominate a Health & Safety Governor and maintain a Health & Safety committee
- Ensure there is adequate provision both in staffing, facilities and resources (including role-specific training) to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.
- Receive updates on the school development plan for health and safety at each meeting from the Health and Safety Coordinator/Health and Safety Governor in order to enable the Governing body to monitor the adequacy of arrangements and take any action necessary.
- Consider information, statistics and reports relating to health, safety and welfare matters.
- Ensure appropriate performance management processes are maintained to enable all staff to discharge the duties and arrangements set out through this policy.
- Consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.
- Implement where appropriate, Executive recommendations made by regulatory bodies e.g., OfSTED and the Health and Safety Executive.

3.1.2 All Staff

All staff are responsible for their own health and safety and that of other persons in the school, by the proper observation of School rules and procedures. Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8:

'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,'

All staff shall:

- Attend and act in accordance with any relevant health & safety training identified to discharge their duties.
- Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school procedure.
- Follow safe working procedures and challenge/report any practices believed to be unsafe.
- Be familiar with the general, emergency and particular safety rules that apply to their area of work.
- Ensure that their specific work areas e.g. classroom, office etc. are visually inspected daily, kept tidy and good housekeeping standards are maintained throughout the school.
- Undertake a visual inspection of equipment prior to use and ensure that any portable electrical equipment they use is made available for testing.
- Report defects to their line manager and make the equipment/area safe until the defect is dealt with.

3.1.3 Head teacher

The Head teacher has overall responsibility for safety policy, organisation and arrangements throughout the school and will:

- Provide liaison with Inspectors and outside bodies concerned with safety and health: Local Authority, Department for Education (DfE) and the Health and Safety Executive (HSE) etc.
- Budget for safety and health matters.
- Review the Safety Policy annually and when significant changes occur within the organisation of the school and communicate these to all staff.
- Develop, introduce, maintain, and review safety management procedures to ensure the school complies with legislative requirements and good industry practice.
- Ensure health and safety issues associated with major building projects are complied with.
- Nominate specific staff with designated safety roles, e.g. First Aiders; Health and Safety Coordinator, Risk Assessors, working at height, allergen management, behaviour management etc. and ensure they receive appropriate training and refresher training.
- Ensure that statutory maintenance and inspections of fixed service equipment is undertaken.
- Ensure the implementation and continued effectiveness of the school's safety management framework 'Team Safety' including aspects such as risk assessment, staff training, personal safety, lone working, monitoring and supervision.
- Ensure that all relevant incidents are reported to the Health & Safety team as soon as possible after the incident (especially before the end of term); that necessary records of incidents are maintained, and that incident data is monitored and reviewed to identify trends and remedial actions needed; **NOTE**: The H&S team will be contacted **immediately** in the event of a **critical incident**.
- Chair the Health and Safety Working Party, or nominate a member of senior management team to undertake this activity
- Make an annual report on safety matters to the Board of Governors.
- Ensure that health and safety is considered as an integral part of all tasks/activities, including teaching and the course syllabi, both in preparation of new course submissions and in their reviews.

- Identify staff training requirements and competency to allow the school to comply with legislative and good industry practice that relate to or affect health, safety, and welfare.
- 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.
- Ensure that Safety Inspections are carried out (in conjunction with relevant H&S Governor(s)) at termly intervals, recorded and that necessary remedial action is carried out.
- Develop and establish emergency procedures, lockdown protocols and organise fire evacuation practices within the school.
- Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation/usage etc;
- Develop and adhere to safety procedures for operations carried out within the school by their staff and by outside contractors under their control.
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments.
- Have a general oversight of health and first aid matters.
- Communicate and publicise safety matters as appropriate to staff, Governors, Safety Representatives, Hirers, PTA, contractors, visitors, students etc. (as appropriate).
- Ensure that all staff (including agency / cover workers) receive/have appropriate health and safety training (incl. risk assessments for their role) at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), any restricted tasks and activities; and an introduction to the H&S Policy;
- Ensure that adequate numbers of staff are provided with appropriate training so that they can support the following management arrangements.
    - First aid (and supporting those with complex medical needs).
    - Fire and emergency evacuation.
    - Lockdown.
    - Complete the schools risk assessment list and guide and ensure that risk assessments covering all aspects of the school's operations are in place, regularly reviewed and information is communicated to relevant staff. – [**refer to the school's risk assessment list guide on BEEM]**.

Laura Stansfield (Deputy Headteacher) will assume these duties in the absence of the Head teacher 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.

3.1.4 The School Health & Safety Coordinator (Michelle Lord, assisted by Mr. Manuel Tavarez)

The School Health and Safety Coordinator is responsible for the co-ordination of health and safety management throughout the school and will:

- Make an annual report, in conjunction with and assisted by suitably experienced and competent persons, on safety matters to the Head teacher and the Board of Governors.
- Assist with inspections and safety audits.
- Investigate and advise on hazards and precautions (and seek assistance from the Health & Safety Team and Premises Team, if the issue is outside their level of competence);
- Develop and establish emergency procedures and organise fire evacuation practices within the school.
- Have a general oversight of health and first aid matters.
- Monitor the general safety programme (and safe working practices) on behalf of the Head teacher.
- Make recommendations to the working party/FGB for matters requiring immediate attention, e.g., changes to legislation, outcomes of safety inspections.
- Make recommendations to the Head teacher on matters of safety policy in compliance with new and modified legislation.
- Communicate and publicise safety matters as appropriate to staff, Governors, Safety Representatives, Hirers, PTA, contractors, visitors, students etc. (as appropriate).
- Liaise with outside bodies concerned with H&S e.g., LA Health, & Safety team.
- Monitor accidents to identify trends and introduce new preventative measures to reduce the likelihood of a recurrence.

3.1.5 Educational Visits Co-ordinator (EVC)

- Ensure that all educational visits and offsite activities comply with the schools' and Local Authority's requirements – Offsite & Adventurous Activities Guidance.
- Ensure all adventurous activities (including residential and overseas visits) are submitted to the LA for approval via EVOLVE system.
- Advise on all aspects of offsite visits & activities.
- Provide appropriate guidance & procedures for staff, including the schools' offsite visits policy.
- Support visit leader's induction & training.
- Check that visit leaders are competent and appropriate, including accompanying staff and volunteers.
- Work with the group leader to ensure there is a 'plan B' in the event of adverse weather, transport issues, emergencies etc.
- Confirm that adequate risk assessments have been carried out.
- Confirm that adequate first aid cover is provided, at all times (including the journey).
- Keep appropriate records – 14 years for primary, 10 for secondary.
- Monitor (ideally 'on the ground') and review systems regularly.
- Support the Head teacher in the management and evaluation of educational visits.
- Keep their EVC training up to date and refreshed every 3 years.
- Ensure that any incidents that take place on a trip are recorded and copies provided to the LA Health & Safety Team.

3.1.6 *Heads of Key Stage & Managers within Support Departments (If appropriate)*

Each Head of Key Stage and Manager within a Support department is responsible to their line manager for the provision of safe working conditions for staff and students and in particular to:

- Prepare reports on safety matters for the meeting of the [for the meeting of the Governors
- Attend to defect reports and recommendations from the Head teacher, staff, Safety Representative and Health and Safety Co-ordinator.
- Conduct regular inspections of their area of responsibility and rectify hazards identified from those inspections.

- Budget for safety equipment for their area of responsibility.
- Instigate and ensure that safety procedures are developed/followed for operations carried out within their area of responsibility.
- Ensure that all appropriate risk assessments are undertaken and communicated.
- Ensure equipment, including personal protective equipment, is maintained in a safe condition and that substances hazardous to health are stored and used safely.
- Ensure staff have received the appropriate training to ensure they are competent to undertake their role safely.
- Circulate communications relating to safety matters to staff within their control.

3.1.7 Subject Leaders

- Ensure safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice issued by Children's Services Department e.g., Science, Design Technology, PE, etc.
- Updating colleagues within the school in any change in practice.
- Issuing safety guidance for their curriculum area.
- Carrying out risk assessments for their specialist areas.
- Nominate, in conjunction with their manager, teachers responsible for particular classrooms and the associated equipment.
- Notify Michelle Lord of any proposed or impending changes affecting health, safety and welfare, in room allocation or usage.
- Ensure safety inspections of their designated areas are carried out and ensure that hazards identified from those inspections are rectified.

3.1.8 Teachers

Teachers are responsible to their Head of Key Stage for the immediate safety of the students in their classroom and during any activities they arrange/supervise. Nominated teachers are responsible for their own classroom and their 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:

- Undertake and implement risk assessments for specific activities and ensure that safe working and emergency procedures are followed personally.

- Provide safety information regarding the activity being undertaken prior to the activity commencing and during the activity, as and when required.
- Ensure that special working procedures, protective clothing and equipment are provided where necessary and are appropriate for use.
- Ensure that clear instructions and warnings are given to students verbally and in writing as often as necessary, and as appropriate for the age and level of understanding of the students (i.e., taking special educational needs (SEN) into account).
- Ensure they have attended any specific curriculum based/ health and safety training relevant to their role – especially in relation to science, DT/Technology and PE.

3.1.9 Technician/Teaching Assistants

The technician/teaching assistant is immediately responsible to the teacher whilst the class is in session or otherwise their line manager.

3.1.10 * First Aid Coordinator/Lead (Mrs. Sharron Bish)

When on duty the First Aid Coordinator is responsible for supporting health and welfare issues within the school and should:

- Be responsible for attending to and monitoring student or visitor illness/injury and referring pupils to their own GP/doctor or hospital as appropriate.
- Administer pupil medication as outlined in the schools Administration of Medicines Policy e.g. Epi-pens and other emergency or routine medication.
- Maintain the school first aid/ medical rooms and equipment.
- Maintain storage for pupil medication to ensure its secure but accessible as needed.
- Monitor student health records prior to entry and report/advise Michelle Lord of illnesses that need to be brought to the attention of specific staff (e.g., epilepsy, allergies etc).
- Assist in the monitoring of first aid equipment and boxes within the school.
- Assist in the development of health promotion activities at the school.
- Ensure adequate numbers of staff are trained in first aid procedures (to cover trips, sickness, etc) and co-ordinate the work of the First Aiders.
- Ensure that the necessary records are maintained relating to administration of medicines and incidents/ accidents following the school's procedures.

3.1.12 Site Manager/Premises Manager/Caretaker

The Site Manager/ **Premises Manager/**Caretaker will:

- Ensure that reports on health and safety matters with respect to the school buildings and grounds are prepared.
- Ensure that statutory maintenance and inspections of fixed service equipment are undertaken within required timescales;
- Ensure that premises safety inspections are undertaken e.g. daily (visual), weekly, termly, and keep records of any faults identified (if appropriate), action taken and completion dates;
- Attend to defect reports and recommendations from the Head teacher, staff, Safety Representative and Health and Safety Co-ordinator.
- Ensure all **portable** electrical equipment is tested on an annual basis and/or in line with timescales outlined in BHCC Electricity at Work – PAT Testing Guide.
- Keep records of hazards identified on site by staff and the remedial action taken and when;
- Ensure safety procedures/ method statements are developed and adhered to for operations carried out within the school by their own site staff and by outside contractors under their control.
- When liaising with contractors, ensure they have had sight of the Asbestos Register.
- Ensure equipment, including personal protective equipment is maintained in a safe condition and that substances hazardous to health are stored securely in a safe place.

3.1.13 Trade Union Safety Representatives

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

- 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.
- Investigate complaints by any employee they represent relating to health~~, and~~ safety and welfare at work.
- Represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority.
- Receive information from inspectors.

- Attend meetings of safety committees to which they are elected.
- 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.

3.1.14 Staff Liaising with Contractors

A member of school staff should be appointed as lead/ main point of contact for each contractor that works within the school. The member of staff that liaises with contractors has a responsibility to take appropriate action if they either observe the contractor/ their staff undertaking dangerous/ potentially dangerous working practices or have received a report of such behaviour/ practice. Such action could include reporting the matter to the head teacher/site manager/caretaker for them to rectify or, failing that, reporting to Laura Stansfield and to the LA Health & Safety Team.

Staff must ensure that a contractor arriving at site reports to Reception and that a nominated person ensures the contractors are informed of any hazards on the school site e.g., providing access to the asbestos register. Approval must be gained by the contractor to start work. Safety documentation (such as risk assessments, method statements, liability insurance and competency checks) must be undertaken and verified at the planning stage). Only those staff nominated by the Head teacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement other council policies such as Safeguarding, Asbestos and the Management of Contractors.

3.1.15 *Catering Contractor

The school buys into a traded service for School Meals via the council's contractor. The specific requirements of the contract are covered by a Service Specification which outlines the requirements of all parties. The contract provides for Caterlink staff to have access to and responsibility for the health and safety of the operation of the kitchen during the specified contracted hours. School staff will not enter or be present within the kitchen during these contracted periods. The traded service with the School Meals Team provides for the following:

- All reactive maintenance associated with kitchen equipment (e.g. call out for equipment faults, repair, replacement of equipment).
- Servicing of kitchen equipment.

- The cleaning and inspection of canopies and filters.
- The servicing of insectocutors.
- Ensuring the internal fabric of the building (excluding windows, doors, roofs) is maintained to ensure compliance with relevant Food Safety legislation.

The Diocese maintain responsibility for the building as Landlord. The specific responsibilities for the maintenance of catering kitchens are outlined in the 'Definition of Responsibilities of LEA and Community Schools in relation to building and Grounds Maintenance' document on BEEM. Planned and preventative maintenance of kitchen equipment is undertaken through a traded service (Term maintenance) with Property & Design within the Council. Boilers and boiler servicing are covered within the Mechanical Services contracts. [Please note: Reactive maintenance is covered by the School Meals Team, via traded services charges for **all schools in the contract** to ensure continuity across all sites].
Where the school permits others to use the kitchen outside of contracted hours (e.g. the PTA,) the responsibility for the health and safety and management of risk falls with the School. The school will satisfy themselves that appropriate insurance, risk assessment, equipment training, COSHH training and food safety qualifications are in place as required. Schools are advised to keep signed copies of any training provided by the catering contractor relating to safe use of equipment/chemicals in the kitchen area.

Should the school identify any health and safety concerns with the catering contractor, these should in the first instance be raised with the Catering Manager onsite and the council's School Meals Team should be made aware by email at the same time.

3.1.16 Students

With consideration of their age, ability and any SEN or behavioural need, each student is responsible for their personal safety and that of their peers by proper observation of School rules and procedures. In particular, each student will:

- Observe standards of dress and behaviour appropriate to the working situation.
- Heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
- Not wilfully misuse, neglect or damage things provided for safety.

3.1.17 Visitors

The Head teacher and governors are responsible for health and safety of visitors to the school, including contractors. All visitors to the school are asked to sign in and sign out when they leave the premises. Visitors will be issued with and must wear (at all times) a 'visitor' pass. 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. Michelle Lord Headteacher, will ensure that volunteers have the necessary safety information, please refer to the schools safeguarding policy.

3.1.18 Allergen Management designated roles

The Headteacher and governors will ensure the procedures contained within the BHCC Schools Allergen Management Standard are followed. This document:

- Outlines the roles and responsibilities on all parties on the safe management of allergens in schools or activities related to the school (including, designated roles within the senior leadership team, at a school operational level and within the dining hall etc.)
- Provides a clear outline of the safe management principles schools must apply in managing allergens in schools.
- Signposts to further guidance and support on the safe management of potential allergens in schools.

3.2 School Health and Safety Working Party

The School Health and Safety Committee representing the various groups within the school is comprised of:

- Head teacher
- Deputy Headteacher
- 1 Member of the Governing Body
- Caretaker when needed

Where possible efforts are made to ensure as wide a spread of curriculum and support areas of the school are represented.

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.

3.2.1 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.

3.3 Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious incident.

3.3.1 Membership of the Crisis Management Team:

- The Head teacher
- Deputy Headteacher
- SBM
- Health and Safety Governor
- Site Manager/Caretaker

3.3.2 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.

- Assess the nature, degree and likelihood of threats to the school's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the schools personnel, facilities or assets.
- 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.

3.4 General Emergency Procedures

The summoning of emergency services is carried out by Office Staff. They will also contact:

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

The councils Emergency Planning and Resilience Team will provide the school with advice, support and equipment and undertake a co-ordinating role (where multiple teams respond,) and provide a single point of contact for other agencies. Contact details are:
Group email address is: epu@brighton-hove.gov.uk
Address: **Unit 11, Level 5 South, New England House, Brighton, BN1 4GH**
Main office number is: **01273 296699**
Out of hours Duty Officer: **07540 675169**

3.4.1 Fire Policy and Procedures & Bomb Incident Management

The school holds a site-specific Evacuation Plan and Fire Risk Assessment. These documents outline the school's 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 head teacher or a member of senior management in their

absence and record as much information as possible on the template contained within the School Emergency Plan (Appendix 9).

3.4.2 First Aid Procedure – (see also the council's First Aid Standard)
The school has carried out a First Aid needs assessment and has identified the following requirement. (The needs assessment must identify provision for staff, pupils and others during term time and out of term time/out of hours, if the school is still in use):

- All the staff have current day emergency first aid training, and we have two qualified first aiders – Mrs. Sharron Bish and Mrs. Michelle Lord
- There will be 2 paediatric first aiders

Qualified First Aiders have completed the First Aid at Work 3-day training course, followed by a 2-day re-certification course every 3 years **before** their current certificate expires. An annual ½ day refresher is also strongly recommended.

The named first aiders for the school are listed in Appendix A at the end of this document and also published in school in the at the end of this document and also published in school in the Medical Room.

First aid boxes are kept the medical room and first aid bags, by the key stage one playground, nursery and reception rooms.. The First Aid Coordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents/carers are expected to inform the school if their child has an allergy and/or requires emergency medication – e.g. for anaphylaxis, asthma, epilepsy, diabetes etc. A list of any such children is kept in the staff room and on the staff shared drive. Arrangements are in place to ensure emergency medication is immediately available and can be administered by a competent person-medicines that are required to be at hand, are kept in the classroom medical bags, otherwise, they are kept in the medical room.

All injuries which come to staff attention, no matter how slight, are recorded in the First Aid Book and/or HS2 Incident form. There is a first aid book and "bump notes" available with all boxes to be completed by the person administering first aid. In case of doubt as to whether or not a child's parent/carer should be immediately alerted, staff contact members of the school office or in their absence, Michelle Lord. 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 school's arrangements for First Aid each school year.

3.4.3 Accident Recording and Reporting

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

- Any equipment is turned off and the area is made safe (where possible)
- 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, Mrs Sharron Bish is responsible for arranging for a member of staff to transport the student/staff to hospital.

The member of staff taking the injured person will:

- Stay with the injured person and return with them; or
- 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 Violence & Aggression Incident Report Form HS3.

Mrs Sharron Bish ensures that the electronic forms are completed and emailed to the councils Health & Safety Team as soon as possible after the incident. 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 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 school investigation is recorded on Part B of the HS2 form. Mrs Michelle Lord monitors accidents to identify any trends. The full governing body also receive information on accidents on a termly basis. The Health & Safety team will investigate certain incidents/accidents following receipt of the form.

3.5 Health Issues

3.5.1 Smoking and Vaping– (see also the Council Policy on Smoking and Vaping)
We have a specific legal duty to protect staff, contractors, visitors and the general public from the dangers of smoking and second-hand smoke (breathing smoke from other people's cigarettes). In an effort to reduce the risk to health from passive smoking, In an effort to reduce the risk to health from passive smoking, we have a smoking area right outside the school well away from other staff.

Whilst the use of electronic or e-cigarettes, is not covered by the Health Act 2006, the manufacture of these devices is not regulated and there is evidence that the nicotine they contain can also include small quantities of toxic substances, some of which are carcinogenic. Trace amounts of other hazardous compounds and toxic metals have also been found in the vapour produced by these devices.

In view of this, and the fact that more research is needed before the long-term health effects of e-cigarettes is known, the council considers it is prudent, as part of its general duty to protect the health and wellbeing of its employees, to adopt the same approach to e-cigarettes as it does to the smoking of conventional cigarettes and other tobacco products. Therefore vaping is only allowed within the designated smoking areas.

3.5.2 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/others. 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.

Some drugs prescribed for medical reasons may impair judgment, induce fatigue and/or lower concentration. If staff feel they are affected when on medication, they must inform their line manager who will implement additional arrangements that safeguard both the individual and the staff/ pupils they work with.

Schools staff have access to Schools staff have access to staff counselling/ staff wellbeing advice: We buy into the Local Authority Occupational Health service have access to a staff counselling, information and advice service, 24 hours a day/365 days of the year.

3.5.3 Staff Wellbeing

Our health and safety at work is not only determined by the physical environment we work in, but also by the nature of our work, our emotional wellbeing, fitness, our relationships and issues from outside work that impact on physical and mental wellbeing.

The school consider staff wellbeing by having a staff welfare committee made up of teaching, support staff and a governor. They meet once a term or more if necessary to discuss any issues. The council has a 'Stress, Worklife Balance & Team Resilience Guide' to support all schools and a ' Team Resilience Checklist' has been developed as a management tool to identify and address work related stressors and team resilience skills such as good communication, positive work relationships, dignity and respect between colleagues, fair and appropriate performance management etc.

Where individuals are/could be affected, staff should discuss the matter with their line manager or the Head teacher to seek ways of reducing the pressure at work. An individual stress risk assessment form will be used as a tool to help with these discussions and to identify individual action plans.

3.5.4 New & Expectant Mothers and Birthing Parents - (See also Council's New & Expectant Mothers and Birthing Parents Standard & Risk Assessment)

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 workplace 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 Line Manager 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.

3.5.5 Infection Control - (see also the Infection Control Standard)

From time-to-time infectious diseases will occur amongst pupils and staff. Good personal and general hygiene precautions are crucial to prevent the spread of infections and handwashing is the most important intervention in cross-infection. Refer to the Infection Control Standard for:

- Guidance on who to contact for help and advice in relation to communicable diseases at school.
- Basic information on common infections and diseases together with guidance on where to get further information.
- Information on the role of UK Health Security Agency (formerly, Public Health England) and Local Health Protection Teams.

3.6 Risk Assessment

Risk assessment is a key part of the school's safety management arrangements and hazard control. Managers must ensure risk assessments are undertaken and information on identified controls are brought to the attention of staff and others who need to know.

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

- Premises Mrs Michelle Lord and Mr Manuel Travarez
- Curriculum All teachers who are Curriculum Co-ordinators
- Off-site Visits Mrs Michelle Lord and Mr Simon Harper Group Leader/EVC
- Individual/specific Mrs Michelle Lord

Managers must ensure that areas of work or activities that are deemed to be more hazardous have detailed and documented arrangements to minimise the associated risks and ensure these are communicated to staff and others who need to know. All staff must ensure the contents of risk assessments and any controls relating to their area of work are followed. Copies of these assessments are held in the headteacher's room and on the shared drive of the server.

3.7 Specific Hazards

Schools are not generally considered as dangerous workplaces 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.

The schools '**Risk Assessment Guide'** outlines the risk assessments that are required in all schools; individual people assessments and specific assessments which may be required depending on the facilities, services etc within the school. The guide has been used as a checklist to identify which assessments are needed in this school.

3.7.1 Work at Height – (see also the council's Work at Height Standard – this link takes you to the A-Z H&S Standards and Guides page on BEEM – See section V- Z.)

Activities involving working at Height are the top cause of fatalities and serious injuries in the workplace. Everyone has responsibilities to ensure activities are safely planned, those involved in working at height are competent/trained and that risk assessments and controls are adhered to at all times.

All work at height must be properly planned and organised to ensure they are carried out safely. The hierarchy to follow is:

- Avoid work at height wherever possible.
- If work at height is unavoidable, control measures must be put in place to prevent falls
- Where the risk of falling cannot be prevented, control measures must be put in place to minimise the distances and consequences of a fall

The selection and inspection of suitable equipment is an essential control feature. Chairs, furniture or other equipment not designed for this purpose must not be used to work at height or access. The procedures set out in Brighton and Hove City Councils Working at Height Standard will be followed for all work at height activities.

Mr Manuel Travarez is responsible for ensuring arrangements are in place for identifying and managing all work at height activities.

Work at height activities will only be carried out by staff who are **competent, trained and authorised** for the work involved and work will only commence when risk assessments and safe systems of work are in place and understood.

3.7.2 Vehicle Safety in Schools Vehicles at work are a major cause of fatal and major injuries nationally every year. All schools have deliveries and waste collections on their sites and some also have provision of parking. All vehicle movements must be considered in relation to how traffic is managed. Detailed guidance is available via BEEM A-Z (Vehicle Safety in Schools) on issues to consider, to ensure transport risks are managed.

Further information and support in developing your arrangements is available from: TransportProjects@brighton-hove.gov.uk and hometoschooltransport@brighton-hove.gov.uk

Mrs Michelle Lord is responsible for ensuring vehicle safety arrangements are in place, including risk assessments.

3.7.3 Asbestos (see also council's Asbestos Management Standard and supporting documents on BEEM)

The school has had an asbestos survey completed for the premises and staff will be informed of the locality of any asbestos containing materials within in the school and a record will be made that this has been undertaken.

Asbestos materials in good condition are safe unless fibres become airborne, which may occur when materials are damaged. It is essential that where asbestos has been identified, staff follow safe working systems within the school to ensure that the fabric of the building is not disturbed and follow the escalation procedure in the Asbestos Policy (where damage to an asbestos material has been identified).

Mr Manuel Travarez is responsible for Asbestos management arrangements in the school including ensuring all staff are informed of the arrangements in place and any responsibilities and procedures they need to know. Mr Manuel Travarez will liaise with contractors to ensure they are provided with relevant safety information and will be responsible for approving works to be undertaken in the school.

***3.7.35 Lead paint / varnish / flashing and *PICA behaviours**

*PICA is a medical term used to describe the eating of inedible objects – i.e. the craving and eating of things that aren't food and have no nutritional value or benefit.

Part of our building was constructed (pre-1992) so may contain lead paint (in 'top coats' or be hidden beneath modern paints).

High-lead paint or varnish in good condition and buried beneath newer non-lead layers is unlikely to be hazardous, provided it is not disturbed, is not flaking and remains encapsulated. Paint 'condition' checks will be included in regular premises inspections, to ensure coatings are not flaking, peeling, easy to 'pick at' and for any evidence of paint debris on the floor. Accessible lead flashing around windows will be replaced/encased.

Any remedial works to (or redecoration of) painted surfaces will consider the possible presence of lead paint and be undertaken in line with HSE guidance.

3.7.4 Legionella – (see also council's Legionella Standard on BEEM)

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with statutory requirements.

A risk assessment has been undertaken and this will be reviewed on a bi-annual basis. Water temperature monitoring and sampling will be undertaken by the term contractor directed by the BHCC Compliance Manager, Premises Team. Other regular monitoring (and 'flushing') as directed by the risk assessment will be undertaken by the Site Manager / Caretaker. Legionella awareness training is mandatory for all duty holders with responsibilities for control or management of premises / water systems.

Further information on training can be found on the Learning Zone.

3.7.5 Display Screen Equipment (DSE) – (see also Council Policy on DSE on BEEM)
All staff who are DSE 'users' (use a computer continuously for one hour or more and have no discretion on using the equipment,) complete DSE e-learning and a DSE Self-Assessment & Risk Assessment Form. Where health issues are raised, the assessment is reviewed by a DSE Assessor Mrs Bish. The DSE Assessor then completes a DSE Assessment for the individual.

All DSE users are generally recommended to have an eyesight test every two years but individual frequency may be determined by clinical judgment.
Employees designated as users are entitled to eyesight tests every two years, or more frequently if required. The DSE user must pay any costs incurred upfront and can then claim back up to £25 for the eye test and £45 towards glasses if they are needed specifically for DSE use. This needs to be claimed directly from the school in accordance with local arrangements.

3.7.6 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.

An EICR (Electrical Installation Condition Report) is at least every 5 years. Faults identified by the EICR will be addressed in the timescales recommended. Health and Safety legislation requires that employers take reasonable steps to ensure the safety of electrical appliances in the workplace. As part of providing this assurance we have a regime of PAT (portable appliance testing) based on Brighton and Hove City Council's HS-G-65 'Electricity at Work' Guide on BEEM. Mrs Sue Blackman is responsible for maintaining accurate records of the testing, 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 Mr Travarez immediately.

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

3.7.7 Machinery and Equipment

There is a list of all specialist equipment (e.g. Design Technology equipment) owned by the school and this is kept by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and students.

Where manufacturers' instructions are not available, the Head of Department will prepare instructions for maintaining the equipment, for machinery and will liaise with the Health and Safety Coordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instructions will be exhibited close to the equipment or machinery to which it relates.

Hand tools are used under strict guidance and close supervision of the teacher or teaching assistant and counted in/out when used by students. Such equipment – even simple items such as scissors – are stored away after use.

3.7.8 Manual Handling (see also Council Policy on Manual Handling on BEEM)

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 two pupils per piece of equipment or mat. Close supervision is always maintained.

Mrs Michelle Lord will be responsible for undertaking risk assessments for manual handling tasks. All staff who are required to undertake manual handling or people handling activities will attend the appropriate training.

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

3.7.9 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. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The caretaker/site manager undertakes an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The caretaker/site manager reports all hazards, obstructions, defects or maintenance requirements that they have been unable to resolve to Mrs Michelle Lord. It is the duty of all staff to be vigilant, aware of (and report) possible hazards. If any spillages occur, these are dealt with immediately.

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

3.7.10 Off-site Visits

An Educational Visits Coordinator (EVC) has been appointed Mrs Michelle Lord and Mr Simon Harper. 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.

3.7.11 Hazardous Substances (see also Council Policy on Hazardous Substances on BEEM)

Responsibility for implementation of the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to Mr Manuel Travarez where technical considerations so require, i.e., in relation to Design Technology, Art and Science; and the Site Manager/caretaker.

The school will hold a material/product safety data sheet for any hazardous substance used and a written risk assessment for that substance will be carried out.

Safe working practices of cleaning contractors – who are responsible for managing/risk-assessing their own COSHH products - will be monitored.

3.7.12 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, students and visitors to the school will prevent problems arising. Any member of staff or visitor detecting a potential problem will report immediately to Mrs Michelle Lord.

Machinery with the potential to create hazardous levels of noise will be maintained and inspected in accordance with the manufactures instruction to ensure noise levels are kept to a minimum. Noise will be considered as hazard within departmental risk assessments as appropriate.

3.7.13 *Lettings

The Head teacher must be satisfied that the hiring organisation will use the school premises in a safe manner and have appropriate safety arrangements and public liability insurance etc. in place. A signed, written letting agreement will be completed and copies kept. Copies of letting agreements are held in the school office. The school will maintain the premises being let in a safe condition and communicate any unsafe conditions or hazards with the lessee. It is the responsibility of the lessee to ensure there is adequate first aid arrangements in place and to report any hazards/ defects or incidents involving the premises/ any leased equipment following the school's hazard/ incident reporting procedures.

3.7.15 Administration of Medicines

The School follows the council's Administration of Medicines Standard on BEEM. The school maintains consent forms and records of medicines administered.

3.8 Training, Induction and Information

A training needs analysis is undertaken by Mrs Michelle Lord and Mrs Sharron Bish to identify the mandatory (and role-specific) health and safety training required for each member of staff and is reviewed annually. The head teacher/ Heads of Department 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. If any member of staff identifies the need for additional training they must alert their line manager or senior management team

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

3.9 Monitoring Health and Safety

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

- SMT include health and safety as part of the agenda of their regular meetings;
- The head teacher conducts an annual inspection with a trade union safety representative (where appointed).
- The governors' agenda and head teacher's report to the governors both have health and safety as standing agenda items.

3.9.1 Inspections

To maintain and improve standards throughout the school a termly premises inspection takes place and records kept. The school is inspected by The school is inspected by the Health and Safety Governor, Caretaker and Head teacher.
Weekly premises inspections are also carried out/recorded by [insert as appropriate – e.g. Caretaker, Site Manager etc.]

3.9.2 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 as part of a rolling programme. The action points identified through the audit will form part of the school development plan.

3.10 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 an annual basis seeking endorsement from the Board of Governors.

Appendix A List of Useful Contacts in School

Contact	Number
Health and Safety Governor	Daniel Markanday
Health and Safety Coordinator	Mrs. Michelle Lord
Educational Visits Coordinator	Mr Simon Harper and Mrs. Michelle Lord
Curriculum Coordinators PE ICT Science Literacy Numeracy Music	 Mr. Simon Harper Mrs. Simon Harper Mrs. Niki Jefferson Mrs. Damien Cawthorn Mrs. Phil Schofield Mr. Peter Morell
First Aid Coordinator	Mrs. Sharron Bish
Person responsible for reporting Accidents/incidents	Mrs. Michelle Lord
Trade Union Safety Representatives	Post holder pending
Health and Safety Committee	NA
First Aiders	All teachers, teaching assistants and office staff. Three day First Aiders- Sharron Bish and Michelle Lord

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.

Records of	Produced by	Where kept
Accidents on Site	Those involved in the accident	Medical room
Allergens/Anaphylaxis (pupils/staff)		Medical room & staff room
First Aid administered	First Aiders & Appointed Persons	Medical room
Fire Risk Assessment	Head teacher/Staff	Heads room and caretakers
Asbestos Management Plan	Head teacher/Staff	On shared drive
Medicines administered	First Aider/Secretary	Medical room
Risk Assessments	Head teacher/Staff	Heads room and shared drive
COSHH Assessments	Head teacher/Staff	Heads room, site managers office, and site managers cleaning cupboard
Electrical Tests	LEA approved contractor	Office
Maintenance of machinery and equipment	LEA approved contractor	Office
DSE Assessment	H&S Coordinator	Heads office
Manual Handling Assessment	Heads of relevant Departments	Heads room
Training of staff & students	H&S Coordinator	Heads room
Violent incidents	Staff involved in incident	Heads room
Testing of Equipment	LEA approved contractor	Office and caretakers room
Accident Investigations	Staff involved in accident	Head
Noise Assessments	LEA approved contractor	N/A

Legionella testing	Site Manager/Caretaker and LEA approved Contractor	Caretaker
Monitoring Reports/ Workplace inspections	H&S Coordinator/Site Manager	Head