



BROOKE HILL ACADEMY TRUST

Health & Safety Policy 2021/22

Policy Name:	Health & Safety Policy
Status:	Recommended
Date Approved by Trustees:	
Date of Next Review:	
Signed by (Trustee):	_____

STATEMENT OF INTENT

The Health and Safety of all children, employees and all other people who use the school premises is of prime importance to the school. The Trustees and Governing Body recognise that achieving and maintaining high standards of safety requires that the school's management, staff, pupils and visitors to the school and contractors working on school premises are aware of and accept their respective responsibilities.

The Academy will, through the organisational arrangements set out in this policy, take all reasonably practicable steps to ensure the health and safety at work of its employees, pupils and visitors and contractors working on the school premises and will in particular provide:

- A safe working/ teaching environment
- Safe systems of work
- Safe plant and equipment
- Adequate information, instruction, training and supervision to ensure health and safety at work
- Safe storage of all inherently dangerous materials and substances (COSHH)
- Adequate first aid facilities
- Effective procedures for the evacuation of the building in the event of an emergency
- Compliance with Keeping Children Safe in Education Guidance

The school will encourage joint consultative arrangements to check the effectiveness of health and safety measures within the school.

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Signature of Executive Headteacher

Signature of Chair of the Board of Directors

Date

Date

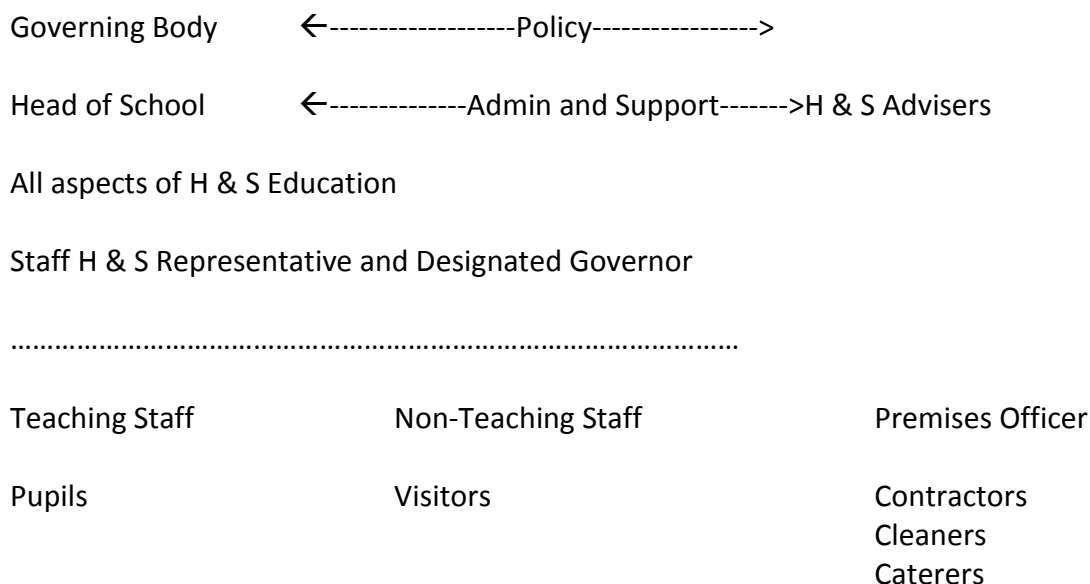
Context

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in workplaces. The Trustees and Governing Body will ensure compliance with all current and future Health and Safety legislation appertaining to educational establishments. Schools must ensure that the guidance regarding the COSHH (Control of Substances Hazardous to Health) Regulations is complied with. This policy is designed to ensure that the Trustees and Governing Body, through its delegated powers, promotes, establishes and consolidates such measures as are reasonably practicable to foster safety, health and

welfare at work of all employees and all other users of those premises. It is based on the Health and Safety at Work etc. Act and EC Directives.

Responsibilities

The following diagrammatic representation of organisational structures illustrates the organisation of Brooke Hill Academy Trust and Nurseries.



Trustees and Governing Body

The individual with delegated responsibility for health and safety is Simon Foulkes.

The Governing Body is responsible for health and safety matters and is responsible for:

- Formulating a Health and Safety Policy detailing the responsibilities for ensuring health and safety within the school;
- Reviewing the establishments Health and Safety Policy and performance when circumstances change.
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of all arrangements;
- Receiving from the Headteacher/School Business Manager or other nominated member of staff reports on health and safety matters, any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with (External advisor);
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

Headteacher

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head of School will advise Trustees and Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head of School has responsibility for:

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishment's health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensuring that the establishment has emergency procedures in place;
- Ensuring there is no misuse of plant, equipment etc.;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed);
- The provision of appropriate health and safety information to governors;

The Head of School may choose to delegate certain tasks to other members of staff (School Business Manager). It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head of School from the overall day to day responsibilities for health and safety.

The school Fire Safety co-ordinator is the Headteacher

The school health and safety co-ordinator is the School Business Manager

The School Business Manager is directly responsible to the Headteacher and has responsibility for:

- Applying the school's Health and Safety Policy and being directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Maintaining or having access to an up to date library of relevant published health and safety guidance from sources and ensure that all school staff are aware of and make use of such guidance;
- Liaising with teaching staff to ensure regular health and safety risk assessments are undertaken for activities for which they are responsible and that control measures are implemented;
- Ensuring that appropriate safe working procedures are brought to the attention of all staff under their control;

- Resolving health, safety and welfare problems referred by members of staff or referring to the Head of School any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Liaising with the external advisor's help desk representative in matters of urgency;
- Together with the Health and Safety Governor representative(Simon Foulkes), carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensuring, so far as is reasonably practicable, and together with the Headteacher, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Providing a copy of the Health and Safety Policy to all staff new to the Academy (Induction procedures/pack);
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange, together with the school Premises Officer, for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Liaise with the Premises Officer, regarding contractor's activities on school premises;
- Ensure that the Premises Officer updates all fire and emergency evacuation procedures in September annually;
- Arrange for the appropriate first aid training of all staff
- Employed by Brooke Hill Academy Trust.

Employees

Under the Health and Safety at work Act etc. 1974 **all** employees have statutory health and safety responsibilities. Staff must be aware that they 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 of the establishment 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 procedures;
- Co-operate with the Trustees and Governing Body, Head of School and School Leadership Team 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 the School Business Manager;
- Report immediately to the School Business Manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Arrangements

Risk Assessments

In assessing risks for health and safety the following procedures will be carried out:

- Annual Health and Safety Audit
- Termly risk assessments for staff and children
- Continuous identification of hazards and risks
- Assessment of substances and materials
- Assessment of any new activity or procedure

COSHH

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the school has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, pesticides, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.).

Within curriculum areas (in particular Science, DT and Art), curriculum co-ordinators are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications are in place. The Premises officer will be responsible for all other hazardous substances kept on the school site.

First Aid

First aid kits are located in all class areas of the school.

There are appointed first aid persons in each school who have also trained in adult first aid and use of the defibrillator, which is sited in the main school office. All permanent staff at the Academy have basic training in paediatric first aid.

The Teaching Assistants in each class area are responsible for ensuring that first aid boxes are regularly stocked with, and orders placed for, approved first aid materials.

Administration of medicines

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

Accidents

The school will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

All accidents, cases of work-related ill health and dangerous occurrences are to be reported to the Headteacher, and where deemed appropriate, the Trustees and Governing Body.

Details of the incident will be recorded in the Schools MIS system Scholarpack in the accident section.

The Headteacher is responsible for undertaking investigations following accidents, dangerous occurrences and work related ill health absence.

The Headteacher is responsible for acting on investigation findings to prevent a recurrence.

The Headteacher is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995(as amended 2013). This may be deferred to the School Business Manager.

The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital

If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital. Parents/carers will always be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Emergency Actions

The Headteacher/School Business Manager are responsible for ensuring an external fire risk assessment is undertaken and implemented. The fire risk assessment is located in the school office and reviewed as circumstances change.

Fire Safety Instructions

These documents are made available to all staff and included in the establishment's induction process.

An outline of evacuation procedures is made available to all contractors / visitors and is posted throughout the school premises.

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

Fire Drills

Fire drills will be undertaken termly and a record kept by the Premises Manager, in the log book.

Fire Fighting

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.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

If in doubt - GET OUT AND STAY OUT!

Testing of the Fire Alarm System

The fire alarm will be tested weekly by the Premises Manager and a record kept in the log book. Any defects on the system will be reported immediately to the maintenance surveyor or electrical engineer by the Premises Manager.

A fire alarm maintenance contract is in place with Sonic Security and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis by Sonic Security.

Inspection of fire fighting equipment

Initial Services at SW and **O'Heap** services at EW and BH undertake an annual maintenance service of all fire fighting equipment.

Weekly, the Premises Manager checks that all fire fighting equipment is available for use and operational and for any evidence of tampering. Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the School Business Manager.

Emergency Lighting Systems

These systems will be checked bi-annually by Sonic Security at EW and BH at SW this is part of the DeVinchi LCC maintenance contract. Test records are located in the log in the school office and on the DeVinchi portal for SW.

Means of Escape

Daily, the Premises Manager checks for any obstructions on exit routes and ensures all exit doors are fully operational.

Defect reporting

Any defects noted on the school site should be reported to the Premises Officer together with the School Business Manager, it is the responsibility of the Premises Officer to assess defects and arrange for repair or replacement.

Consultation

Under the Health and Safety (Consultation with Employees) Regulations 1996 the school has a duty to consult with workers either directly or through elected representatives on matters relating to health and safety.

The Resources committee (Trustees) meets monthly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the Headteacher and School Leadership Team.

The teaching staff trade unions appointed Safety Representative on the staff is - N/A

The Support Staff trade UNISON representative is - N/A

Training

Arrangements for Training

The School Business Manager is required to maintain an up-to-date record of training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the schools agreed policy **PRIOR** to the commencement of their duties (see Staff Handbook).

A summary of staff Health and Safety responsibilities will be relayed to all staff in the Trust at the first staff meeting of each new academic year.

The Trustees will review this policy if circumstances change. or more frequently should the need arise e.g. on the publication of new regulations or on the receipt of new documentation from the DfE.

The law requires the school to provide appropriate information, instruction and training regarding health and safety at work. This is to enable staff to work safely for the benefit of themselves and others.

Health and safety induction training will be provided and documented for all new employees by the School Business Manager during the induction process.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees

- Training records are held by the School Business Manager (within Scholarpack) who 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 (for example in first aid) is undertaken within the prescribed time limits

- The Headteacher is responsible for assessments for the effectiveness of training received.
- Each member of staff is also responsible for drawing the Headteacher / School Business Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence
- No member of staff should carry out a task that they are not competent to do, unless supervised by a suitably qualified person.
- Staff operating a vehicle must hold the appropriate class of licence (MIDAS) and be specifically authorised, for a particular vehicle, by management.
- Training will be identified, arranged and monitored by the Headteacher /School Business Manager.

If a member of staff does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to management.

Visitors and Users of the establishment

Information

The Health and Safety (Information for Employees) Regulations 1989 require the school to display a poster telling workers what they need to know about health and safety. A copy of the HSE's Health and Safety Law poster is displayed in the Reception area and the school kitchen.

Health and safety advice is available from The Head of School/School Business Manager/External Advisor.

Details of specific health & safety related policies and procedures can be found in the school office.

The Trustees and Governors acknowledge their duty of care to all staff, children, visitors and users of this establishment including those letting the premises and will make every reasonable effort to ensure that visitors are aware of procedures laid out in this policy.

All visitors will be reminded of their responsibility to take reasonable care for their own health and safety, for the health and safety of others and to comply with the instructions of the Trustees and Governing Body or their delegated representative. All visitors register at Reception and **regular** visitors and volunteers are subject to DBS clearance. All other volunteers are subject to reference checks. Any contractors working on the school roof will be shown our asbestos report which is kept in school office.

If this establishment is used for community activities outside of the school day, the following variations to emergency procedures will apply:

After school emergency procedures including school clubs e.g. KIA After School Club

If the alarm sounds:

1. Evacuate the building in a quiet and orderly manner through the nearest exit.
2. Assemble on the playground, at the fire assembly point, and report any missing child/person to the organiser immediately.

At all other times see Fire Drill Policy

NB All emergency doors to be unlocked whilst room in use (organiser's responsibility to check this).

- All after school clubs/activities involving children should have an attendance register – in the event of an emergency this should be taken out of the school to check names.
- Do not collect belongings.
- All children on the premises should be under adult supervision at all times.

Parking

The area within each of the schools gates is to be used for staff parking only. This is to limit vehicle movement in the school grounds during the school day for health and safety reasons and also because there is a shortage of parking spaces.

Visitors by arrangement can book a space in advance by requesting this with the individual school .

Arrangements for the Supervision of Pupils

Curriculum

Use of hot glue guns: To be used under direct supervision only and children should wear gloves. "Superglue" should be avoided where possible, but only used when children are not in attendance. Care to be taken with some glue that should be used in ventilated areas only.

Appropriate containers for holding hot water: Wide based plastic containers to be used - **care to be taken when choosing plastic containers, as some may melt.** Avoid glass, unless "Pyrex". Boiling water from a kettle should not be used by children and appropriate precautions must be taken to keep children safe when hot water is used in class by adults.

Use of heat sources: Small candles or night lights only to be used placed in a metal tray containing dry sand. A water bath is a preferred option to melt substances with low melting points, such as butter or chocolate. Intense, naked flame heat sources like primus stoves/camping stoves are forbidden within the school building.

Electrical safety: Children should be taught about electrical safety during their science lessons and should avoid the handling of electrical equipment whilst in school. Children are permitted to move laptops, ipads etc in the transportation provided e.g. laptop trolley and ipad cases. Plugging in and unplugging of devices/equipment should always be done by an adult.

Use of batteries: Some batteries can get hot and give a nasty burn. Children should only use batteries under supervision and should not take or replace rechargeable batteries from charging points.

Use of food in activities: A risk assessment must be carried out if the use of moulds and yeast is to be carried out in class. As some children are allergic to mould spores, these should only be grown under closed containers and never opened in their presence. Yeasts should not be completely sealed.

Cooking activities and hygiene: The following requirements must be observed when working with food:

- Cover tables with a clean plastic sheet
- Wipe down with Milton (or similar)
- Specific area to be set aside to minimise contamination
- Teach children the need for personal hygiene through food preparation and tasting investigations
- Use cookery aprons, utensils and washing up equipment, set aside for cookery only
- Do not use cookery ovens for other purposes, and ensure all children are supervised when using this equipment
- Site cookers and microwaves carefully in the building and follow manufacturer's instructions for usage
- Be aware of food allergies for the children in your care
- Dispose of food carefully

Use of thermometers: the use of mercury thermometers is strictly forbidden in school

Beginning of the school day

The Trustees and Governing Body have agreed that one teacher will be on duty in the playground for 5 minutes prior to the start of the school day. At the end of the school day each teacher will dismiss their children ensuring that they leave the premises promptly unless they are waiting to be collected or attending an after school activity in which case the responsibility transfers to the activity organiser.

Breaks and Lunch times

The Trustees and Governing Body have agreed that a minimum of 2 people will be on duty in the playground during all breaks. At lunch time duties are shared between the Midday Supervisors and the teacher on duty.

The Headteacher is delegated by the Trustees and Governing Body to ensure that all staff engaged in supervisory duties are provided with a basic understanding of the school's agreed policy on pupil behaviour, how to report incidents and how to obtain first aid assistance.

Practical Areas

The Trustees and Governing Body acknowledge and agree to comply with guidance regarding safe practice in specialist areas. This includes guidance regarding the necessity for

training in the use of equipment e.g. fire extinguishers, perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment.

A compliance timetable is held by the School Business Manager to ensure that all appliances are serviced regularly and all other maintenance checks reviewed and carried out.

Offsite activities

The Trustees and Governing Body have read and agree to comply with the guidance from the LA detailed in: The Academy's Educational Visits policy and also the Good Practice Guide "Health and Safety of Pupils on Educational Visits" and Memo 32 "Conduct of Outdoor Pursuits".

The Trustees and Governing Body must give approval to any visits outside the County. Except ,visits to schools within the Trust.

The Trustees and Governing Body require the Headteacher to provide a report on major out of school activities prior to their taking place. The Trustees and Governors may agree that the Headteacher receives a report on their behalf to ensure adequate provision of care.

This will apply to the following type of activity:

Any activity requiring transportation to and from school

Any residential activity,

and will cover the following aspects:

Pupil/adult ratio

Transport

Level of qualification for certain activities

First aid

Arrangements for Reporting and Investigating

The Trustees and Governing Body delegate to the Headteacher, the responsibility to report all accidents and serious occurrences to the Trustees and Governing Body (and HSE where appropriate). The Headteacher is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting on a termly basis to the Trustees and Governing Body.

Arrangements for Review

The Trustees and Governing Body have agreed the following mechanism for review of health and safety with teaching and non- teaching staff:

- A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by the Governor responsible for Health and Safety (Simon Foulkes) and the School Business Manager. The person(s) undertaking the inspection will complete a report in writing and submit this to the Headteacher
- Monitoring inspections of all areas will be carried out by key stage co-ordinators
- A premises update report will be made to the Trustees

- Responsibility for following up items detailed in the safety inspection report will rest with the School Business Manager.

If you are unsure about any issues raised in this policy, please inform the School Business Manager immediately.

Do not take chances. If in doubt, ask