



October 2022

Reviewed: Resources
Committee

Date of Next Review:
October 2023

**Health & Safety
Policy and
Procedures**

HEALTH & SAFETY POLICY and PROCEDURES

Cardinal Newman Catholic 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
Sept 2015	1	Creation of document	JK
Dec 2016	2	Update of document	RBG
Oct 2018	3	Update of document	JB
Mar 2019	4	Update of document	JK
Oct 2020	5	Transfer of content to new format	JB
Oct 21	6	Update of document	JB
Oct 22	7	Update of document	JB



Uncontrolled copy when printed

Contents

<u>SECTION 1: GENERAL POLICY STATEMENT</u>	<u>3</u>
<u>SECTION 2: ORGANISATION WITHIN THE SCHOOL</u>	<u>4</u>
<u>SECTION 3: ARRANGEMENTS FOR HEALTH & SAFETY</u>	<u>6</u>
<u>SECTION 4: APPENDICES</u>	<u>44</u>

Section 1: General Policy Statement

The Principal and governors of Cardinal Newman Catholic 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 Principal, 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 Principal 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 Principal and governors will undertake to ensure compliance with policy and guidance produced by Brighton and Hove City Council. The Principal 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 Principal 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 all with health & safety responsibilities are carrying out their duties. The policy will be reviewed annually and revised where necessary.

Signed Principal Date

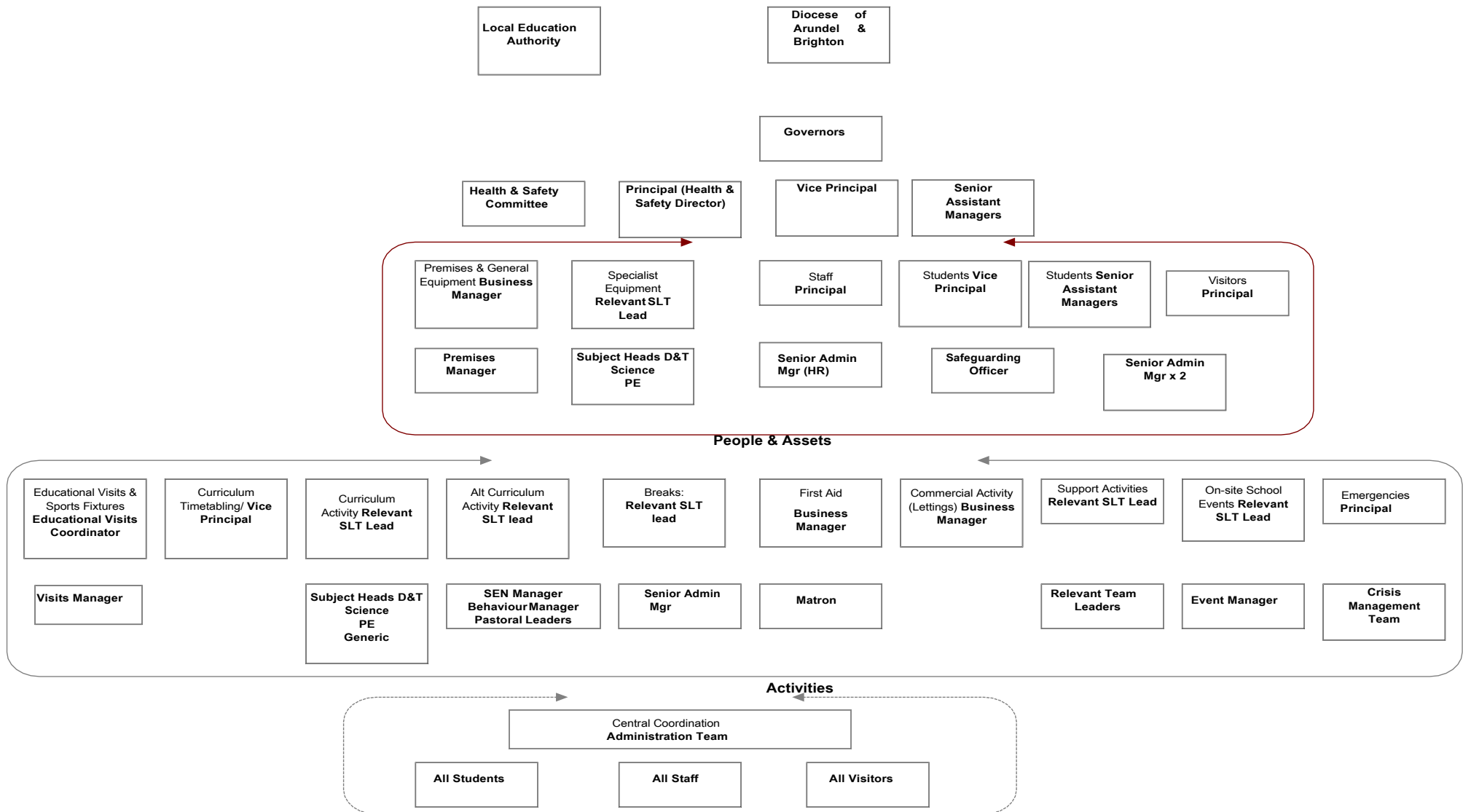
This policy was endorsed by the Board of Governors at their meeting on

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 with the Principal. However, all staff have health & safety responsibilities with the specific lines of delegation being set out as shown below.



Section 3. Arrangements for Health & Safety

Arrangements for Health & Safety are contained within this policy and regularly reviewed at Health & Safety Committee (Half termly) and Resources Committee (Termly).

3.1 Safety Responsibilities of Groups and Individuals

3.1.1 The Governing Body

The Governing Body in its role as employer (aided Schools) will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2,3 and 4 of the Health & Safety at Work 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 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 Principal and Governors' Resources Committee in order to enable the Governing body to monitor the adequacy of arrangements and take any action necessary;
- Ensure appropriate performance management processes are maintained to enable all staff to discharge the duties and arrangements set out through this policy
- Consider information, statistics and reports relating to health, safety and welfare matters;
- Consider and make recommendations regarding individual health and safety issues which have not been resolved at management level;
- Implement where appropriate, recommendations made by regulatory bodies e.g. OfSTED and the Health and Safety Executive.

3.1.2 All Staff

Each member of staff is 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;
- Be familiar with the general, emergency and particular safety rules that apply to their area of work;
- Ensure that the classroom and other areas are tidy and good housekeeping standards are maintained;
- 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 Principal

The Principal 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) with regard to safety aspects;
- 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 and ensure they receive appropriate 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, monitoring and supervision;
- Ensure that all incidents are reported to the Health & Safety team within 5 days of 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;
- Chair the Health and Safety Committee, 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 teaching and the course syllabi, both in preparation of new course submissions and in their reviews;
- Identify staff training requirements to allow the school to comply with legislative and good industry practice that relate to or affect health, safety and welfare.
- 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 at termly intervals, recorded and that necessary remedial action is carried out.
- Develop and establish emergency procedures, 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, contractors, visitors, students (as appropriate.)
- Ensure that all staff (including agency / cover workers) receive appropriate health and safety training 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.
 - Fire and emergency evacuation.
 - 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.

The Vice Principal will assume these duties in the absence of the Principal and have 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 Principal - Training

The Principal is responsible for staff training within the school and in particular (in consultation with the Health and Safety Committee,) for the identification and organisation of health and safety training of sufficient numbers of staff to comply with legislative requirements and good industry practice. In particular, they will ensure:

- All staff receive appropriate health and safety training at induction
- Adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
 - First aid
 - Fire and emergency evacuation
 - Undertaking risk assessments [refer to the school's risk assessment list and guide].
- Staff receive appropriate training so that they may carry out their work in a safe manner;
- Sufficient staff are adequately trained to undertake teaching duties that relate to or affect health, safety and welfare.

3.1.5 The Health & Safety Committee

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

- Make an annual report, in conjunction with the Business Manager and assisted by the Heads of Department/suitably experienced and competent persons, on safety matters to the Principal 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 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 on behalf of the Principal;
- Make recommendations to the Principal for matters requiring immediate attention, e.g. changes to legislation, outcomes of safety inspections;
- Make recommendations to the Principal on matters of safety policy in compliance with new and modified legislation;
- Communicate and publicise safety matters as appropriate to staff, contractors, visitors, students (as appropriate);
- Liaise with outside bodies concerned with H&S e.g. LA Health, & Safety team;
- Monitor accidents to identify trends and introduce methods of reducing accidents;

3.1.6 Educational Visits Co-ordinator (EVC)

- Engage in educational visit management in order to ensure that the Local Authority Off-site Guidance is followed;
- Work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- Work with the group leader to ensure there is a 'plan B' in the event of adverse weather, transport issues, emergencies etc.
- Use the online outdoor educational visits approval system 'Evolve' for all hazardous and residential trips;
- Ensure that the schools educational visits meet the Local Authority's requirements;
- Confirm that adequate risk assessments have been carried out;
- Support the Principal in the management and evaluation of educational visits;
- Confirm group leaders are competent and appropriate, including accompanying staff and volunteers;
- Confirm that adequate first aid cover is provided;
- Keep their EVC training up to date;
- Ensure that any incidents that take place on a trip are recorded and copies provided to the LA Health & Safety Team.

3.1.7 Heads of Departments/Curriculum and Managers within Support Departments

Each Head of Department and Managers within Support Departments 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 Health and Safety Committee.
- Attend to defect reports and recommendations from the Principal, staff;
- 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 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.

Specific Duties related to the Curriculum

- 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;
- Nominate, in conjunction with their manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
- Notify the Business Manager of any proposed or impending changes affecting safety, health 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 Department for the immediate safety of the students in their classroom. Nominated teachers are responsible for their own classroom, laboratories and workshops 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 science, DT/Technology and PE teachers.

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 School Matron

When on duty Matron is responsible for supporting health and welfare issues within the School and in particular 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;
- Maintain the school first aid/ medical rooms and equipment;
- Maintain storage for pupil medication to ensure it's secure but accessible as needed;
- Monitor student health records prior to entry and report/advise the Business Manager 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.

3.1.11 School Librarian

The School Librarian is responsible for the general arrangements for health and safety in the library areas of the School.

Additionally, the Librarian will:

- Undertake and implement risk assessments for the library and any specific activities within their area of responsibility and ensure that safe working procedures are followed personally;
- Be familiar with the general, emergency and particular safety rules that apply to their area of work;
- Ensure that the library and the other areas under their control are tidy and good housekeeping procedures are followed;
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is made available for testing on an annual basis.

3.1.12 Work Experience Co-ordinator

Schools that organise work experience must meet minimum standards for the management of risk and the risk assessment of placement providers. These minimum standards are set out by the Health and Safety Executive (HSE) on their Website: [Work experience organisers](#).

The Work Experience Co-ordinator is responsible for developing procedures to ensure that students placed with employers for work experience as part of their programme are not subject to unacceptable risks and follows the principles set out in the LA's Work Experience Placement Standard for Schools (HS-S-18.) The Work Experience Co-ordinators role includes:

- Taking reasonable steps to satisfy the school that the placement provider (employer) is managing any significant risks to the student.

- working with parents to ensure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so they can take these properly into account
- keeping checks of the placement provider in proportion to the environment (as outlined in HS-S-18):
- discussing with the employer what work the student will be doing or observing, the risks involved and how these are managed.
- Satisfying the school that the instruction, training and supervisory arrangements have been properly thought through
- checking that the employer understands about the specific factors^[2] relevant to employing young people
- checking that students know how to raise any health and safety concerns
- Keeping a record of the discussions with placement providers about new placements, new students and the risks and precautions identified.

3.1.14 Course Leaders/Tutors

The course leader has similar responsibilities to those of the teacher and in addition the course leader will:

- Undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- Include within the teaching programme of full-time and part-time courses, specific safety modules as appropriate to their area of study, e.g. DSE Workstation set-up, electricity at work, storage and handling of substances;

3.1.15 Site Manager/Caretaker

The Site 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;
- Ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- Attend to defect reports and recommendations from the Principal, staff, Safety Representative and Health and Safety Coordinator;
- Ensure all portable electrical equipment is tested on an annual basis;
- 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 in a safe place;

3.1.16 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.

3.1.17 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 behavior/ practice. Such action could include reporting the matter to the Principal/site manager/caretaker for them to rectify or, failing that, reporting to the Business Manager 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. Only those staff nominated by the Principal 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.

3.1.19 Students

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 behavior appropriate to the working situation.
- Heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
- Not willfully misuse, neglect or damage things provided for safety.

3.1.20 Visitors

The Principal 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 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. HR Manager/Department will ensure that volunteers have the necessary safety information, please refer to the schools safeguarding policy.

3.2 School Health and Safety Committee

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

- Principal
- Vice Principal
- Business Manager
- 2 Members of the Governing Body including Chair of Resources Committee
- IT/Data Manager/Fire Officer

- Cover Manager
- HR Manager
- Teaching Staff representative
- Trade Union representatives
- Premises Manager
- Matron
- PA to Principal

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 students.
- 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 accident.

3.3.1 Membership of the Crisis Management Team:

- The Principal
- Vice Principal
- Business Manager
- Premises Manager
- Marketing & Communications Manager
- Fire Officer
- Senior Administration Manager (HR)
- Senior Administration Manager (Admin)
- Senior Administration Manager (School/College Reception)

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 communicate 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 school's 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 the Principal or Vice Principal. They will also contact:

- Senior Leadership team
- Senior Support team
- Premises Manager – [for access/to isolate electrical 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:

Group email address is: epu@brighton-hove.gcsx.gov.uk ; Address: **Unit 11, Level 5 South, New England House, Brighton, BN1**

4GH

Main office number is: **01273 296699**

Out of hours our Duty Officer can be contacted on: **07540 675169**

Date: 13.9.19

Version: 1

Doc. Ref: HS-G-38

Page 24 of 46



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 schools fire risks, how they are managed and the instructions to be followed in the event of an emergency.

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

3.4.2 First Aid Procedure – (see also the Councils 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 term time and out of term time if the school is still in use):

- There will be at least **27** (based on 1 per 100 staff/student ratio) people on the staff who will have current first aid training, of which **17** will be qualified first aiders and **10** will be appointed persons.

Qualified First Aiders have completed the First Aid at Work 3-day initial training, followed by 2-day refreshers every 3 years and an annual ½ day refresher.

The named first aiders for the school are listed in Appendix A at the end of this document and also published in school on the intranet and in the Emergency & Business Continuity Plan.

First aid boxes are kept at locations around the site as detailed in the Emergency & Business Continuity Plan. Matron 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 a list of any such students is kept in the Medical Centre.

All injuries which come to staff attention, no matter how slight, are recorded in the First Aid Book and/or council HS2 Incident reporting form. In case of doubt as to whether or not a child's parent/carer should be immediately alerted, staff contact the Principal or in their absence the Business Manager. In the event of an accident, if the parents (and their nominated contacts) are unavailable, the student may be sent to hospital to err on the side of caution. In these cases the student 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 Administration of Medicines

The School follows the council's Administration of Medicines Policy which has been adapted for CNCS. The school maintains consent forms and records of medicines administered.

3.4.4 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, matron is responsible for arranging for a member of staff to transport the student/staff to hospital. If a vehicle other than a taxi is used, a second member of staff (in addition to the driver) will be present to care for the student.

The member of staff taking the injured person will:

- Stay with the injured person and return to school with them if appropriate 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 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 HS3 Incident Report Form.

Business Manager/Matron ensure that the electronic forms are completed and emailed to the councils Health & Safety Team within 5 days. As the authority is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that the Health & Safety 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 by the school. Managers are responsible for coordinating investigations to identify learning points and prevent a re-occurrence. The investigation is recorded on Part B of the HS2 form. The Business Manager monitors accidents to identify any trends. The Resources Committee also receive information on accidents on a termly basis. The Health & Safety team will investigate 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, there is a No Smoking Policy.

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 there is a No Vaping Policy.

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. 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 are likely to impair judgment, induce fatigue and/or lower concentration. If staff feel they are affected when on medication, they inform their line manager who will implement additional arrangements that safeguard both the individual and the staff/students they work with.

Schools staff have access to occupational health and to staff counselling as well as the Chaplaincy team.

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 aims to pro-actively manage staff welfare. The school follows the council's Wellbeing framework which includes linked policies and procedures in matters relating to developing arrangements for staff wellbeing. The school recognises that staff are more likely to flourish in an environment free of unnecessary anxiety, stress, and fear and where the contribution of all employees is valued. This framework incorporates a range of issues including work life balance, stress and dignity and respect at work.

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

Staff are able to raise concerns regarding their workload and any effects it may be having on their health with their line manager. If staff don't wish to discuss a particular problem with their line manager, they can access counselling as described above.

Where individuals are/could be affected, staff should discuss the matter with their line manager or the Principal 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. - (See also Council Policy on New and Expectant Mothers)

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

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

The following procedure is in place:

- Female staff 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 Public Health England

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 Premises Manager
- Curriculum Curriculum leads
- Off-site Visits Group Leader/EVC

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 by the Business Manager & the Premises Manager.

3.7 Specific Hazards

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

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 councils [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 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 if at all 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.

Premises Manager/Business Manager are 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 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 Lettings

The Principal must be satisfied that the hiring organisation will use the school premises in a safe manner. A signed, written letting agreement will be completed and copies kept. Copies of letting agreements are held in the Finance 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.

3.7.14 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. A Risk Assessment 'Access to the School Site' has been completed and includes safe vehicle movement.

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

Business Manager is responsible for ensuring vehicle safety arrangements are in place including risk assessments.

3.7.3 Asbestos

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 happen 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. Premises Manager 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. Premises Manager 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.

3.7.4 Legionella – (see also Council Policy on Legionella)

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 on regular monitoring 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 Gateway](#).

3.7.5 Display Screen Equipment (DSE) – (see also Council Policy on DSE)

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 Workstation Self Assessment. Where health issues are raised, the assessment is reviewed by a DSE Assessor/HR Department. The DSE Assessor then completes a DSE Assessment on the individual.

All DSE users are encouraged to have an eyesight test every two years. An arrangement has been made with [Vision Express](#) via the council to give access to an online portal from which managers can download a voucher which entitles the user to an eye test for £15 plus up to £45 off any pair of glasses. Managers must sign the voucher to authorise its use.

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) should normally be undertaken 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 work place. 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. Premises Manager 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 Premises Manager immediately.

The Principal 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 Principal 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)

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 maintained at all times.

Premises Manager 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 Business Manager. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these are dealt with immediately.

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

Date: 13.9.19
Version: 1

Doc. Ref: HS-G-38
Page 38 of 46



3.7.10 Off-site Visits

An Educational Visits Coordinator (EVC) has been appointed. 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)

Responsibility for implementation of the COSHH Regulations, annual review and (where necessary) updating has been delegated to Heads of Departments where technical considerations so require. The Heads of Departments concerned are those for Design Technology, Art, Science, Reprographics 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. The Science Department works within the guidance of CLEAPSS 'Managing Risk Assessment in Science' (L196) and use CLEAPSS Hazcards to meet the requirements of COSHH.

Inspections take place to:

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

3.7.12 Radiation

The Science Department holds a selection of radioactive substances. The school has a 'Radiation Protection Supervisor' (Head of Science) who has responsibility for ensuring that radioactive material is managed to comply with the Ionising Radiations Regulations and CLEAPSS best practice.

In addition to this role, the Council has a 'Radiation Protection Officer' within the corporate Health & Safety Team who acts as a link between the school and a 'Radiation Protection Advisor' (RPA) via CLEAPSS. The RPA provides technical advice in relation to the use, storage and disposal of radioactive materials.

3.7.13 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 their line manager or reception.

Machinery with the potential to create hazardous levels of noise (e.g. with Design Technology Department) 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.

3.7.14 Use of Minibuses and Other Vehicles

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on School business.

Under Brighton and Hove City Council (BHCC) policy, drivers of school minibuses must hold a license with a D1 category to drive a minibus. Drivers that have passed the driving test before 1st January 1997 will automatically have D1 entitlement. Drivers who passed their test after the 1st January 1997 are required to take the DSA Minibus PCV Test.

BHCC requires all drivers (whether driving a minibus or MPV) to undertake theory and practical Minibus Driver Training and Assessment, which is delivered by qualified DSA Approved Driving Instructors who also hold a PCV license.

- Minibus and MPV training and assessment must be retaken once every 3 years.
- Drivers must be aged between 21 years and under 70 years (Drivers over 70 must have an annual DVLA PCV Medical Report Form D4 completed and signed by their GP and be assessed driving a minibus by a DSA PCV Approved Driving Instructor.
- Held a full driving licence for at least 2 years. Whilst there is no statutory requirement to ensure drivers have had no fault claims or convictions, Managers and Principals should consider the implications of using a driver who may have a driving conviction and/or a fault claim as a potential risk.
- All schools who employ staff to drive a minibus or who wish to charge passengers for carriage on the vehicle must have a Section 19 Permit for each minibus.

Drivers of vehicles on the School campus are subject to all normal regulations including the wearing of seat belts. A speed limit of 5mph is imposed on vehicles on the site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify the Premises team of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the pack collected by the driver when they collect the keys of the minibus.

3.8 Training and Information

A training needs analysis is undertaken by the Principal to identify the mandatory health and safety training required for each member of staff and is reviewed annually. The Principal/ 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 feels the need for training, they must alert their line manager or senior management team

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

Specific, mandatory health and safety training required for individual staff, such as first aid training, safeguarding training etc. will be assessed by the relevant SLT lead for each area of school activity they are responsible for. The Principal is responsible for enabling this training to take place.

3.9 Monitoring Health and Safety

Health and safety standards are monitored by the senior leadership team (SLT) in conjunction with the school governors by the following:

- SLT include health and safety as part of the agenda of their regular meetings;
- Health & Safety Committee meet half termly;

- The Principal conducts an annual inspection with a trade union safety representative;
- The governor's agenda and Business Manager's report to the governors both have health and safety as regular 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 H&S Governor and the Premises Manager.

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	Name
Health and Safety Governors	Mel Fane/ Bernadette Hopper
Principal/Health and Safety Director	Claire Jarman
Vice Principal	Paul Miller
School Business Manager	Jane Burroughs
Curriculum Coordinators PE ICT Science Literacy Numeracy Music	Liam Murphy Joni Frampton Ross Palmer Shareen Hone Jessica Logan Cat Lane
First Aid Coordinator	Claire Marchant
Fire Officer	Jason Stoakley
Person responsible for reporting Accidents/incidents	Jane Burroughs
Trade Union Safety Representatives	Suresh Manan & Ron Gordon
Health and Safety Committee	Claire Jarman, Paul Miller, Jane Burroughs, Claire Marchant, Darrin Halsey, Jules Thorne, Jason Stoakley, Verlie Wilder Lisa Taylor, TU reps, Governors
First Aiders	Refer to HR

Record Keeping

The Health and Safety Policy makes reference to various documents. **Appendix B** lists where these documents are located in addition to central storage by the Administration Team on a central network drive.

Records of	Produced by	Where kept
Accidents on Site	Those involved in the accident	Medical Centre
First Aid administered	First Aiders & Appointed Persons	Medical Centre
Fire Risk Assessment	Principal/Staff/LA	Premises team
Asbestos Management Plan	Principal/Staff/LA	Premises team
Medicines administered	First Aider/Matron	Medical Centre
Risk Assessments	All	Departments
COSHH Assessments	Principal/Staff	Departments/ Premises
Electrical Tests	LEA approved contractor	Premises team
Maintenance of machinery and equipment	Approved contractor	Departments
DSE Assessment	HR team	HR team
Manual Handling Assessment	Premises Team	Premises team
Training of staff & students	Principal	HR team
Violent incidents	Staff involved in incident	Relevant SLT lead
Testing of Equipment	Approved contractor	Department
Accident Investigations	Staff involved in accident	Relevant SLT lead
Noise Assessments	Approved contractor	Premises team
Legionella testing	Site Manager/Caretaker and LEA approved Contractor	Premises team
Monitoring Reports	Business Manager	Business Manager